



## The NEW online Child Care Licensing System will be LIVE on Wednesday, December 14!

### MARK YOUR CALENDARS!

Beginning Wednesday, December 14, the easy-to-use web-based system will allow providers to conveniently apply to become a licensed or self-declared child care provider, submit renewals, provide required documentation, and conduct related business.

*Please Note: Once the system is live all business-related documents must be submitted to your Licensing Specialist via the online portal.*

### NEW ONLINE RESOURCES

On Wednesday, December 14, HHS will launch a new [webpage](#) dedicated to the Child Care Licensing System. The page will contain quick links to:

- The Provider Portal
- Provider training videos
- FAQ's

### JOIN US FOR AN OVERVIEW TRAINING ON DECEMBER 20

To support child care providers, the Early Childhood Section will host a virtual training to provide an overview of the new portal on Tuesday, December 20, 6:30-7:30 p.m., CT. Providers can find details about the virtual training along with other training resources and information when the new [webpage](#) launches on Wednesday, December 14. This training will be recorded and available online for convenience.

### FAQ'S

Q: My license/self-declaration is due for renewal; should I send the paperwork to my Licensing Specialist or wait until the new online system is live?

A: Please hold onto your paperwork until the online system is live. If you need assistance with the renewal process, please contact your [Licensing Specialist](#).

Q: I need to upgrade or purchase a computer and/or printer; is there funding to help with this expense?

A: Yes! Providers who have not yet applied for [Technology Improvement Grants](#) may do so.

Q: Will I need to use the new online system prior to my license/self-declaration renewal?

A: It is possible you may need to access the online system prior to renewal. The following are examples of activities which will be conducted through the new system:

- Responding to a Correction Order
- Submitting new or updated CBCU memorandums
- Paying fiscal sanctions
- Submitting new or updated CPR/AED/First Aid cards

The screenshot shows the North Dakota Health & Human Services website for the Child Care Licensing (CCL) System. The page title is "Child Care Licensing (CCL) System". Below the title, it says "Welcome to the New Online Child Care Licensing (CCL) System". A sub-header reads "The online Child Care Licensing System moves licensing applications, renewals, and other business-related activities to a transparent, easy-to-use web-based system." Below this, it lists that all business-related documents must be submitted to the Licensing Specialist via the online portal, including:

- Pediatric CPR/AED/First Aid cards
- CBCU memos
- Growing Futures training records
- Correction Order response forms
- Pet immunization records
- SFN 517 Child Care Evacuation Disaster Plan
- Proof of insurance
- Fire inspection
- Food establishment license

The main content area features a "CHILD CARE LICENSING SYSTEM PROVIDER PORTAL" section with a "Log In" button. Below that is a "Child Care Licensing System Training" section with a list of training topics and three video thumbnails:

- Responding to a Correction Order
- Submitting new or updated CBCU memorandums
- Paying fiscal sanctions
- Submitting new or updated CPR/AED/First Aid cards

The video thumbnails are:

- HOW DO I LOG IN? (Watch a video to learn more!)
- HOW DO I RENEW (LICENSE/SELF-DECLARATION)? (Watch a video to learn more!)
- HOW DO I SUBMIT PAYMENT? (Watch a video to learn more!)

At the bottom, there is a "Provider FAQ's" section with a list of questions and expandable answers:

- Do I need a North Dakota Login to access the Child Care Licensing System?
- How do I create a North Dakota Login?
- Can I use my existing ND Login account to login to the Child Care Licensing System?
- How do I log in to the Child Care Licensing System?
- What information is stored in the Child Care Licensing System? Do I have to update any documents?
- I hired a new staff member. How do I submit their paperwork?

### EARLY CHILDHOOD