Instructions for Applying for a New Child Care License

1. Go to [www.healthyms.com](http://www.healthyms.com) and click the link for LICENSURE.

2. Click the HOW TO GET A CHILD CARE LICENSE link on the right side of the screen.
3. Once you have reviewed all the information on the How to Get a Child Care License page, click the PDF link also labeled How to Get a Child Care License.

4. Read the How to Get a Child Care License packet thoroughly. This packet provides all the required steps to successfully apply for a new child care license! Once you are ready to begin the application process, click the APPLY FOR A NEW CHILD CARE LICENSE ONLINE link.

5. To complete your online Child Care License application, you will need: (1) last four digits of the Owner or Director’s Social Security Number, (2) the Owner or Director’s date of birth, and (3) proper form of payment (credit/debit card or e-check).
6. Review the information on application start screen and click **NEXT**.

7. Select **CREATE A NEW APPLICATION** and click **NEXT**.
8. Select **DAYCARE, INITIAL APPLICATION**, and click **NEXT**.

9. Enter the last four digits of the Owner or Director’s social security number, Owner or Director’s last name, and Owner or Director’s date of birth. Then click **SUBMIT**.
10. Enter all Center Information including MAILING and PHYSICAL ADDRESS, PHONE NUMBERS, and EMAIL ADDRESS.

11. Enter MONTHS OF OPERATION, DAYS OF OPERATION, AND HOURS OF OPERATION, SERVICE DETAILS, and other program information.
12. Enter the estimated number of children within each age group you intend to serve. Note: These numbers are only ESTIMATES. Actual capacity for each age group may be subject to change based on the on-site inspection which will be conducted by a MSDH Child Care Licensing Inspector.

13. Enter number of CAREGIVERS, SERVICE STAFF, and ADMINISTRATIVE STAFF.

14. Select CENTER TYPE. Note: RESIDENTIAL indicates that the program will exist in the Owner or Director’s home.

15. Select OWNERSHIP type and then click NEXT.

16. You must include a 1 mile and 5 mile emergency relocation site in case your facility must be evacuated. To add these sites, first click ADD EMERGENCY SITE.
17. Enter details for 1 MILE EMERGENCY SITE and click **SAVE**. Repeat this process for the 5 MILE EMERGENCY SITE.

18. Once both sites are saved, click **NEXT**.
19. Next, details for the **OWNER** of the facility must be added. Click **ADD AN OWNER**.

20. Enter details for the Owner of the facility and then click **SAVE**.
21. Click **NEXT** to add details for the DIRECTOR.

22. Click **ADD A DIRECTOR**.
23. Enter all details for the facility DIRECTOR and click SAVE. Note: A DIRECTOR CONTACT is not required to complete the application, but is required before a Child Care License can be issued.

24. Click NEXT to enter information for the facility’s FIRST AID/CPR and FOOD MANAGER CONTACTS. Note: FIRST AID/CPR and FOOD MANAGER CONTACTS are not required to complete the application, but are required before a Child Care License can be issued.
25. Complete the DETAILED QUESTIONS section of the application and click NEXT.

26. Review the list of REQUIRED DOCUMENTS. Note: These documents are not necessary to complete the application, but are required before a Child Care License can be issued.
27. Select YES to acknowledge that you understand that all required documents must be submitted before a Child Care License can be issued. Then click **NEXT**.

28. Read the AFFIDAVIT closely. Type the name of the PERSON COMPLETING THE APPLICATION and select **YES**. Then click **NEXT**.

29. Review the application for any necessary corrections.
30. Once you have reviewed the application, select YES on the STATEMENT OF COMPLIANCE. Save a copy of your application, and click SUBMIT APPLICATION to submit the application to the MSDH Division of Child Care Licensure.

A representative from the MSDH Division of Child Care Licensure will contact you regarding follow up steps to the Child Care License process. Note: The initial licensing process may take up to 90 days after the application is SUBMITTED.