

.05 RENEWAL APPLICATION

A. A registered provider shall apply for renewal of a registration certificate by filing with the Office:

- (1) A completed renewal application form, which includes a signed statement of:**
 - (a) Current compliance with all applicable requirements for the home, and**
 - (b) Truthfulness and commitment to comply with these regulations;**
- (2) Information about changes related to the family day care home which might affect the status of the registration and all applicable documents related to those changes, as specified by the Office;**
- (3) Signed and, if required by the Office, notarized release forms giving the Office permission to examine records of abuse and neglect of children and adults for information about the individuals specified at Regulation .04D(1) of this chapter;**
- (4) A medical report on the provider and all individuals living in the home who have responsibility for supervision of the children in care which is:**
 - (a) On a form supplied or approved by the Office,**
 - (b) Based on medical evaluation completed within the previous 12 months,**
 - (c) Conducted by a practicing physician, certified nurse practitioner, or registered physician's assistant, and**
 - (d) Signed by the person who conducted the evaluation; and**
 - (e) Any other documentation required by law or regulation.**

INTENT: Under State law, provider registrations are valid for only 2 years. If a provider wishes to renew the registration for an additional 2 years, you must submit a renewal application. This application must include certain information that will allow the Office to determine if there have been any changes pertinent to you or your home that might affect the nature of the program or that might present a risk to the safety, health, or welfare of the children in care.

B. The Office shall send to the provider a renewal application package at least 120 calendar days before the existing certificate of registration expires.

INTENT: You will be given plenty of time to prepare and submit all applicable renewal application items to the Regional Office on or before the specified deadline (see Section C).

C. A registered provider who wishes to renew a certificate of registration shall file with the Office all of the items specified at §A of this regulation at least 60 calendar days before the existing certificate of registration expires.

INTENT: To be able to approve and issue a registration renewal on or before the expiration date of the current registration, the Regional Office must have sufficient time to review the application materials you have submitted.

INSPECTION REPORT ITEM: "Registration file"

COMPLIANCE CRITERIA: The Regional Office has received the following completed forms and other items:

- "Application for Renewal";
- "List of Changes for Registration Renewal";
- "Release of Information" (DHR/CCA [1260](#)) for yourself and each resident who is 18 or older, and for each substitute whom you will continue to use;
- "Substitute Form" (DHR/CCA [1229](#)) from each new substitute;
- "Medical Report for Family Child Care" (DHR/CCA [1258](#)), or its approved equivalent. Unless already submitted in each case within 12 months prior to the renewal application, this document must be submitted for:
 - yourself
 - each resident who will have child care responsibilities, and

- each resident who has not previously been reported to the Regional Office;
- Any other documentation that the Regional Office has required you to submit.

ASSESSMENT METHOD: Review of your licensing file

Notes:

- The Regional Office will submit a “Request for Fire Inspection Report” to the appropriate fire authority.
- If a complete renewal application has not been received at the Regional Office by 60 days before the registration is due to expire, the Regional Office will send a “60-day” letter to you. This letter will:
 - State that you have failed to meet the deadline for submitting the renewal application, pursuant to COMAR 07.04.01.05C,
 - State which renewal application items have not yet been received,
 - Remind you of the expiration date of the existing registration, and
 - Urge you to submit the missing items as soon as possible.
- If a complete renewal application has still not been received at the Regional Office by two weeks before the registration is due to expire, the Regional Office will send a “two-week” letter to you. This letter will:
 - State which renewal application items have not yet been received,
 - Remind you again of the expiration date of the existing registration,
 - Urge you to submit the missing items as soon as possible, and
 - Serve notice to you that:
 - ◇ The Regional Office cannot issue a full registration certificate until all required items have been received, or
 - ◇ If the “Application for Renewal” is an item that has still not been received, that you will be closed for failure to renew (see below) if that item is not received by the Regional Office by the existing registration’s expiration date.
- Failure to Renew:
 - Maryland law (State Government Article §10-226(b)) requires sufficient application for renewal to be made at least 2 calendar weeks before the existing registration expires.
 - The Office defines “sufficient application” to mean that the Regional Office has received at least the “Application for Renewal” form.
 - If the expiration date has passed and the Regional Office has still not received a completed “Application for Renewal”, the Regional Office shall send a letter to you stating that:
 - ◇ You failed to make sufficient application for renewal,
 - ◇ The existing registration has expired,
 - ◇ You must cease providing child care immediately and return the expired registration certificate to the Regional Office, and
 - ◇ The Regional Office has closed your licensing file.
- Incomplete Renewal Application:

Each renewal application which is not complete by the existing registration’s expiration date shall be categorized by the Regional Office as incomplete due to circumstances (1) “within your control” or (2) “not within your control.”

 - “Within your control” means that information or documentation is missing which you could have submitted by the required deadline but did not.
 - ◇ Under these circumstances, the Regional Office shall issue a provisional license for up to 60 days to allow you additional time to submit the missing application material.
 - ◇ If the missing material has still not been received by the end of the specified provisional license period, the Regional Office shall inform you that:
 - ❖ The provisional license has expired,
 - ❖ The renewal application has been denied because of your failure to make complete application,
 - ❖ You must cease providing child care immediately and return the expired registration certificate to the Regional Office, and
 - ❖ The Regional Office has closed your licensing file.
 - “NOT within your control” means that renewal application items are missing which

you and/or the Regional Office has made good faith efforts to obtain, but which must be received from an outside agency over which neither you nor the Regional Office has any control.

- ◇ Examples of outside agency items include:
 - ❖ fire inspection, water/sewage, boiler, and environmental health reports
 - ❖ criminal background check results
- ◇ Under these circumstances, the Regional Office shall issue an administrative extension (AE) of the existing registration. AE's may be issued only under these circumstances. In addition, the Regional Office shall contact the appropriate outside agency (Fire Marshal, Health Dept., etc.) to attempt to expedite the missing items.
- If the application is incomplete for various reasons, but at least one of those reasons is not within the your control, then the Regional Office shall issue an administrative extension of the existing registration.

D. The certificate of registration of a family day care provider who is also licensed to provide treatment foster care may be renewed.

INTENT: Effective September 1, 1999, first-time dual licensure as a family day care provider and a treatment foster care parent was prohibited (see [Section .08A\(11\)](#) of this Manual). If you became dually licensed prior to that date and have continued as a registered family day care provider, you are eligible for registration renewal if you meet all applicable requirements.