



## Ohio Administrative Code

### Rule 5180:2-12-02 Application and amendments for a child care center license.

Effective: July 1, 2026

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(A) What is the application process to establish or operate a licensed child care center?

The owner or owner's representative is to:

- (1) Complete a professional registry profile through the Ohio professional registry (OPR).
- (2) Register online through the OPR and complete the required center prelicensing training. The prelicensing training shall have been taken within the five years prior to application for a license.
- (3) Complete an initial application online in the Ohio statewide licensing system and submit the fee of fifty dollars to the Ohio department of children and youth (DCY).
  - (a) The application fee submitted with an application is nonrefundable and shall not be credited or transferred to any other application.
  - (b) The application is considered filed with the Ohio statewide licensing system as of the date it is received electronically and the payment has cleared.
  - (c) The application will be deleted from the system after one hundred twenty days if the fee payment is not received.
  - (d) Any application submitted without complete and accurate information will need to be amended with complete and accurate information before being licensed.
  - (e) The application will be deleted and the fee forfeited if the center is not ready to be licensed after twelve months.
- (4) Notify in the Ohio statewide licensing system if the owner or owner's representative wants to voluntarily withdraw the application. This results in a forfeiture of the application fee.

(B) What additional items shall be submitted during the application process?

- (1) A background check is to be requested at the time of application in accordance with rule 5180:2-12-09 of the Administrative Code.
- (2) The following items will be completed and submitted prior to licensure:
  - (a) Documentation of building inspection pursuant to rule 5180:2-12-04 of the Administrative Code. A license will not be issued without the certificate



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of occupancy issued pursuant to rule 5180:2-12-04 of the Administrative Code. Programs operating in a school building, as defined in section 3301.55 of the Revised Code, serving only children ages two and one half years and older are exempt from this requirement.

- (b) Name of administrators and documentation that they meet the qualifications as outlined in rule 5180:2-12-07 of the Administrative Code.
- (c) When the owner is an individual, the name of the individual owner. When the owner is a corporation, business trust, estate trust, partnership or association, the name of each individual with an ownership interest.
- (d) Documentation of business entity registered with a local, state or federal agency, if applicable.
- (e) A detailed and labeled site plan that includes: An indoor plan of the space proposed to be used to care for children and an outdoor play space diagram that includes the space used by children in care.
- (f) Fire inspection issued pursuant to rule 5180:2-12-04 of the Administrative Code.
- (g) Valid food service operation license, exemption status, and/or food processing establishment registration with the Ohio department of agriculture (ODA) issued pursuant to rule 5180:2-12-04 of the Administrative Code.

(C) How will license capacity be determined in a newly issued license?

Unless otherwise requested by the licensee, local certified building department, the Ohio department of commerce, state fire marshal or local fire safety inspector, the license capacity will be the maximum allowable.

(D) Does the child care center license need to be visible?

The license is to be visible to parents at all times.

(E) Can a child care center license be issued to an address or space that is currently licensed for family child care or a child care center?

A child care center license shall not be issued to any address that is currently licensed as a family child care home, or any space licensed for use by another child care center.



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(F) Will the license be a continuous license?

The license shall be a continuous license unless:

- (1) The center is in the provisional period pursuant to rule 5180:2-12-06 of the Administrative Code.
- (2) The center moves to a new address and does not propose a change of location amendment pursuant to this rule.
- (3) The owner of the center, as defined in rule 5180:2-12-01 of the Administrative Code, changes. This includes if the corporation or partnership no longer exists.
- (4) The center voluntarily surrenders the license by notifying DCY in the Ohio statewide licensing system.
- (5) It is revoked pursuant to rule 5180:2-12-05 of the Administrative Code.

(G) What is the process to change or amend a license?

- (1) The center is to submit a request and all applicable documents in the Ohio statewide licensing system.
- (2) What information can be amended on an existing license?
  - (a) Name of administrator.
  - (b) License capacity.
  - (c) Change of location of the program.
- (3) What is the timeline for requesting an amendment?
  - (a) For a change in administrator, the center is to submit the amendment, with qualifications pursuant to rule 5180:2-12-07 of the Administrative Code for the new administrator, within sixty days. This includes when an existing administrator is on temporary leave for ninety or more days.
  - (b) For a change in capacity, the center shall request and be approved for the amendment prior to serving additional children. This includes submitting all corrective action plans required pursuant to rule 5180:2-12-03 of the Administrative Code.
  - (c) For a change in location, the center shall request the amendment at least thirty days prior to the last day at the current location. Failure to request



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within thirty days may result in a gap of care. Care shall not begin until the license has been transferred to the new location.

(4) What are the requirements if a center wants to permanently move to a different location?

The center is to:

(a) Comply with paragraph (G)(3)(c) of this rule.

(b) Submit all required documents prior to licensure at the new location:

(i) Documentation of building inspection pursuant to rule 5180:2-12-04 of the Administrative Code. A license will not be issued without the Certificate of occupancy issued pursuant to rule 5180:2-12-04 of the Administrative Code.

(ii) A detailed and labeled site plan that includes: An indoor plan of the space proposed to be used to care for children and an outdoor play space diagram that includes the space used by children in care.

(iii) Fire inspection issued pursuant to rule 5180:2-12-04 of the Administrative Code.

(iv) Valid food service operation license, or exemption status, and/or food processing establishment registration issued pursuant to rule 5180:2-12-04 of the Administrative Code.

(c) Submit a fee of fifty dollars in the Ohio statewide licensing system thirty days prior to the proposed move.

(d) Comply with an inspection at the new location and any applicable determinations of license capacity for the new location.

(e) Cease child care operations at the original center location at the time the license is issued for the new address.

(f) If care ceases at the old location before the new location is ready to be licensed, the program may be temporarily closed pursuant to this rule.

(g) If the new location is unable to be licensed within ninety days after the request, the request for amendment will be closed, which results in forfeiture of the application fee.



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- (5) What are the requirements if a center needs to temporarily provide care in a different location?
- (a) If the center is temporarily unable to provide care in the licensed location because the location has been deemed unsafe for care of children by the building department, fire department, local health department, local law enforcement or other government agency, the center may request to temporarily provide care in a new location.
    - (i) The center shall send a written request to DCY and comply with an inspection of the temporary location prior to providing care at the temporary location.
    - (ii) The written request shall include written documentation from the government agency that deemed the location to be unsafe for care of children and shall include the plan and timeline for addressing the needs of the licensed location.
    - (iii) Prior to resuming care at the licensed location, the center shall provide written approval to DCY from the government agency that has deemed the location safe to resume care of children.
  - (b) If the center is unable to return to the licensed location within one hundred eighty days, the center shall notify DCY thirty days prior to the end of one hundred eighty days and follow the process for a permanent change of location pursuant to this rule. There are no extensions for a temporary change of location.
- (H) How shall an administrator, owner or owner's representative request a voluntary temporary closure/inactive status for the license of a child care center?
- (1) The administrator, owner or owner's representative is to request the temporary closure status in the Ohio statewide licensing system. The program license will then be considered "inactive" in the system.
  - (2) The temporary closure/inactive status shall not exceed twelve months.
  - (3) The center shall not serve any children during the temporary closure/inactive status.
  - (4) If the center does not have children enrolled for more than one hundred twenty days, they must submit a temporary closure.



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(5) If the center is closed for at least six months, the center will comply with an inspection prior to the end of the temporary closure/inactive status and prior to serving children again.

(6) If at the end of the twelve months, the center has not requested in the Ohio statewide licensing system to reinstate the license or is not able to be re-opened, DCY may close the license without hearing rights afforded by Chapter 119. of the Revised Code.

(I) What information will the center keep current in the Ohio statewide licensing system?

(1) Mailing address.

(2) Telephone number.

(3) Email address.

(4) Days and hours of operation.

(5) Services offered.

(6) Name of program.

(7) Ohio secretary of state entity number, if applicable.

(8) Private pay rates.

(J) What if an individual listed in the Ohio statewide licensing system as a legal business owner (as defined in section 5104.03 of the Revised Code) changes?

The center is to log into the Ohio statewide licensing system to complete and submit the information within thirty days of the change.