



# LOUISIANA DEPARTMENT OF EDUCATION DIVISION OF LICENSING

## CHANGE OF OWNERSHIP REQUIREMENTS

**This form must be completed and returned before approval can be granted from the Division of Licensing to begin operation.**

**NOTE: This change of ownership should take no more than 30 days.**

**THE FOLLOWING ITEMS MUST BE SUBMITTED TO THE LICENSING DIVISION BEFORE A CHANGE OF OWNERSHIP IS MADE.** The information should be submitted in Café.

- Completed application for a new license
- Full licensure fee (based on capacity of existing center)
- New owner submits a copy of the current owner's approval from the State Fire Marshal and then obtains a new inspection and approval from the State Fire Marshal within 60 days of change of ownership and must maintain on file
- New owner submits a copy of the current owner's Office of Public Health approval then obtains a new inspection and approval from the Office of Public Health (LHS 48 form) within 60 days of change of ownership and must maintain on file
- New owner must obtain a new inspection and approval from the City's Fire Department (New Orleans area only) within 60 days of change of ownership and must maintain on file
- Current General Liability Insurance Policy
- Signed, dated, and notarized documentation of ownership of the early learning center
- Sketch or drawing of the premises that includes classrooms, buildings and enclosed play area
- List of staff that include staff names and positions
- Signed and dated statement from the current owner indicating the last day the current owner will provide care in the facility
- Signed and dated statement from the new owner indicating the first day the new owner will provide care in the facility
- Documentation verifying the qualifications of the director or director designee, if applicable. (Director qualifications are listed in §1709B.1-6 of Bulletin 137)
- Documentation of a Child Care Criminal Background Check (CCCBC)-based determination of eligibility for each owner, director and staff member. The new owner should create an account in the CCCBC System and add staff to their roster.
- Academic Approval (Contact Office of Early Childhood Type III Centers)

*Disclaimer: This list is informational and not intended to be a comprehensive or exhaustive list of regulations and statutory requirements for operating a licensed child care center in Louisiana.*

Updates center's documents with new owner's center name ( If applicable)

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Name of Center

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Owner Name

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Date Completed

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Director Name

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Date Completed

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**PLEASE REFER TO THE INITIAL/CHANGE OF LOCATION CHECKLIST**

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