

POLICY

Cancels: NEW

See also: PRO 10.1.31; TSK 10.1.31; RCW 43.216; 110-300; 110-301

Approved by: Luba Bezborodnikova

POL 10.1.31 TRANSFERRING CHILD CARE LICENSES

This policy applies to DCYF transferring child care licenses.

- 1. DCYF May Take Up To 90 Days To Approve or Deny Transfer Applications**
- 2. Transfer Of License May Occur For Nonexpiring Licenses**
- 3. Transfer of License Will Maintain Licensing History, Anniversary Date and Annual Compliance Requirements Of Current License**

DCYF will not collect a separate license fee to process a transfer of license.

- 4. Either Party To A License Transfer Can Cancel The Process At Any Time Prior To the Transfer Being Issued Or Denied**
- 5. Applications For Transfer Licenses May Be Denied**

DCYF may deny an application for transfer licenses [PRO 10.1.31 Transferring Child Care Licenses](#).

- 6. All Notes Must Be Documented in WA Compass Within 10 Business Days Of Date of Action**
- 7. Any Requests For Documentation of Last 4 Years of Licensing History Will Be Referred to Public Records Request**

Licensing Staff should remind applicants that Child Care Check is also available to view many aspects of licensing history if the requestor prefers.