

5101:2-12-05

**Application fees for licensure/notification of changes.**

(A) Fees: a fee of one hundred dollars shall be paid at the time of application for a license to operate a child care center. A fee of fifty dollars shall be paid at the time of application for renewal of a license

(1) Any application submitted without fee payment shall be considered invalid and will be returned to the sender for resubmission.

(2) Fee payment submitted with an application shall not be credited or transferred to any other application.

(3) Fee payment submitted without application shall be returned to the sender for resubmission.

(4) Fee payment submitted shall be immediately deposited in the general revenue fund and shall be nonrefundable.

(B) Notification of changes: a license is valid only for the licensee, administrator, address, and license capacity for each age category of children designated on the license.

(1) In the event of any change in the administrator, license capacity or center name, the owner of the center shall immediately forward written notice of the change to the department to request an amended license. There shall be no fee for an amended license.

(2) If any center changes its owner or address as specified in paragraphs (C)(1) or (C)(2) of rule 5101:2-12-04 of the Administrative Code, the center shall not only immediately forward written notice of the change to the department, but also file application and fee for initial licensure and meet all requirements specified for initial licensure in rule 5101:2-12-04 of the Administrative Code.

Replaces: 5101:2-12-11, 5101:2-17-071

Effective:

R.C. 119.032 review dates:

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Certification

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Date

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