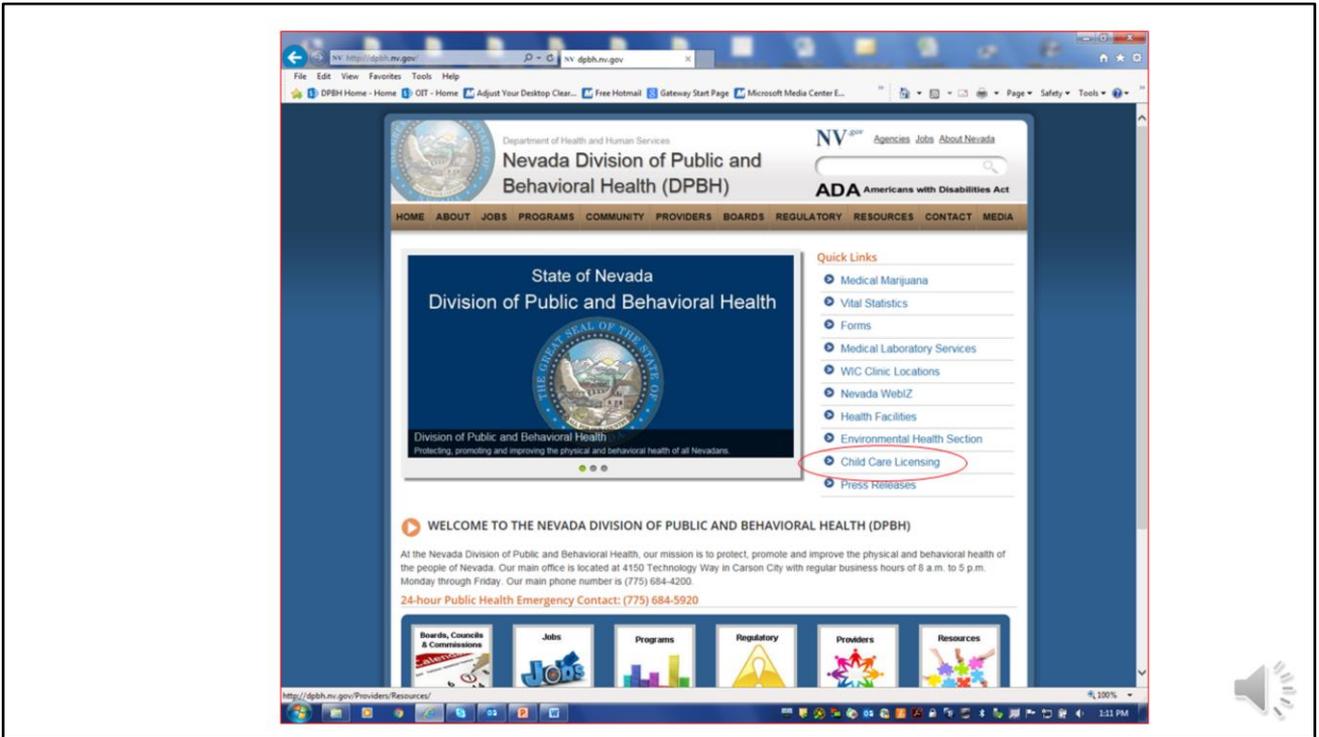


# Online Licensing System For Child Care Licensing

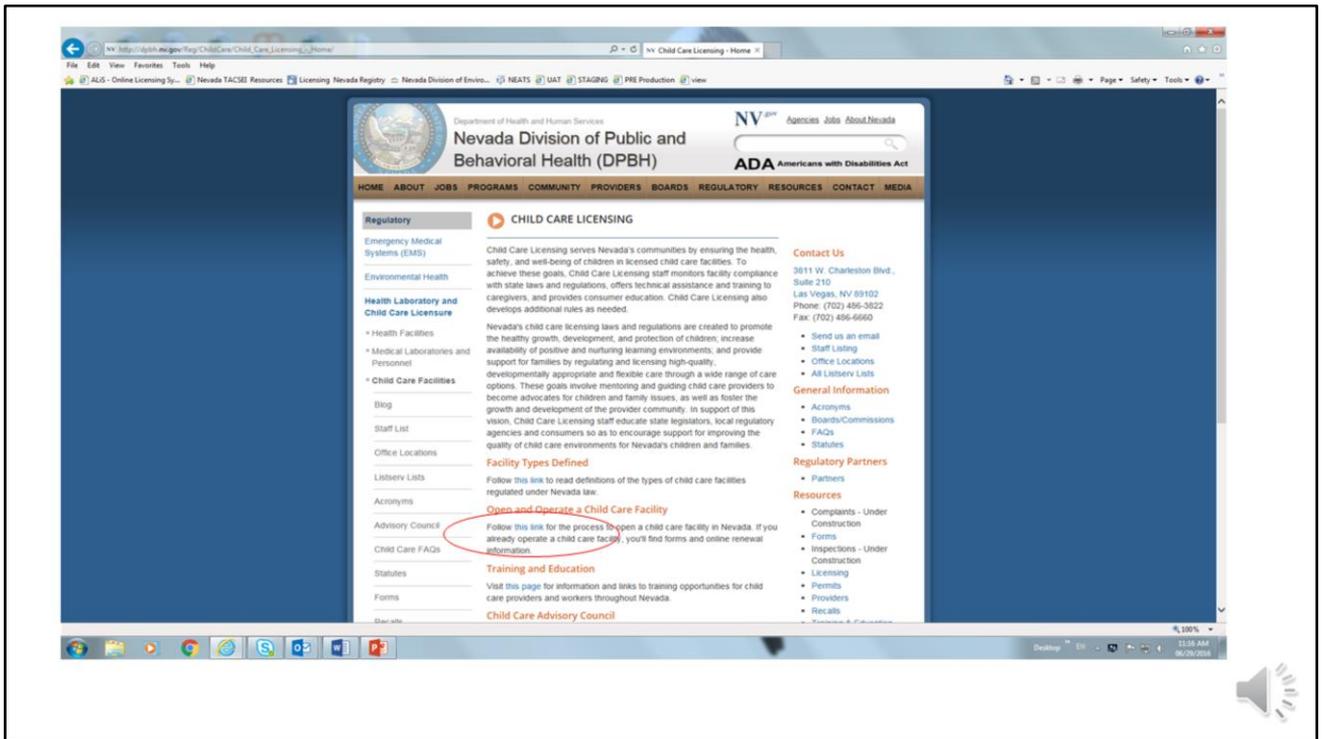
Bureau of Health Care Quality and Compliance (HCQC)  
Nevada Division of Public and Behavioral Health (DPBH)



Hello and welcome to the introduction tutorial for the new Nevada online licensing system for child care facilities. We hope this video will answer any questions you may have about starting to use this new system, which will enable you to easily apply for a license, renew your license, view inspection results, submit plans of correction, make payments and more. Let's get started.



The easiest way to get to the online system for Child Care Licensing will be through the DPBH web site, <http://dpbh.nv.gov>. Keep this site on the favorites of your computer. There are resources and information that will be useful to you. From the main page of the DPBH web site, you will select the “Child Care Licensing” option in the Quick Links area to the right (circled in red).



Once you click on “Child Care Licensing,” you will be presented with a long page of options. There is a lot of information on this page, but, for this presentation, you will need to click on “this link” under the orange “Open and Operate a Child Care Facility” header.

Department of Health and Human Services  
Nevada Division of Public and Behavioral Health (DPBH)

NV Agencies Jobs About Nevada  
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### OPEN AND OPERATE A CHILD CARE FACILITY

#### Application Process

Below are the steps in submitting an application for a new child care facility in Nevada.

- Step 1 - Attend a Licensed Application Process (LAP) training  
[Click on your local Child Care Licensing Office for more information on reserving your seat.](#)
- Step 2 - Submit online application and required fee  
(Please do not use Google Chrome web browser when accessing this website.)  
Instructions for new Online Licensing and Certification System
- Step 3 - Licensing agency will contact the prospective provider to schedule an initial licensing consultation

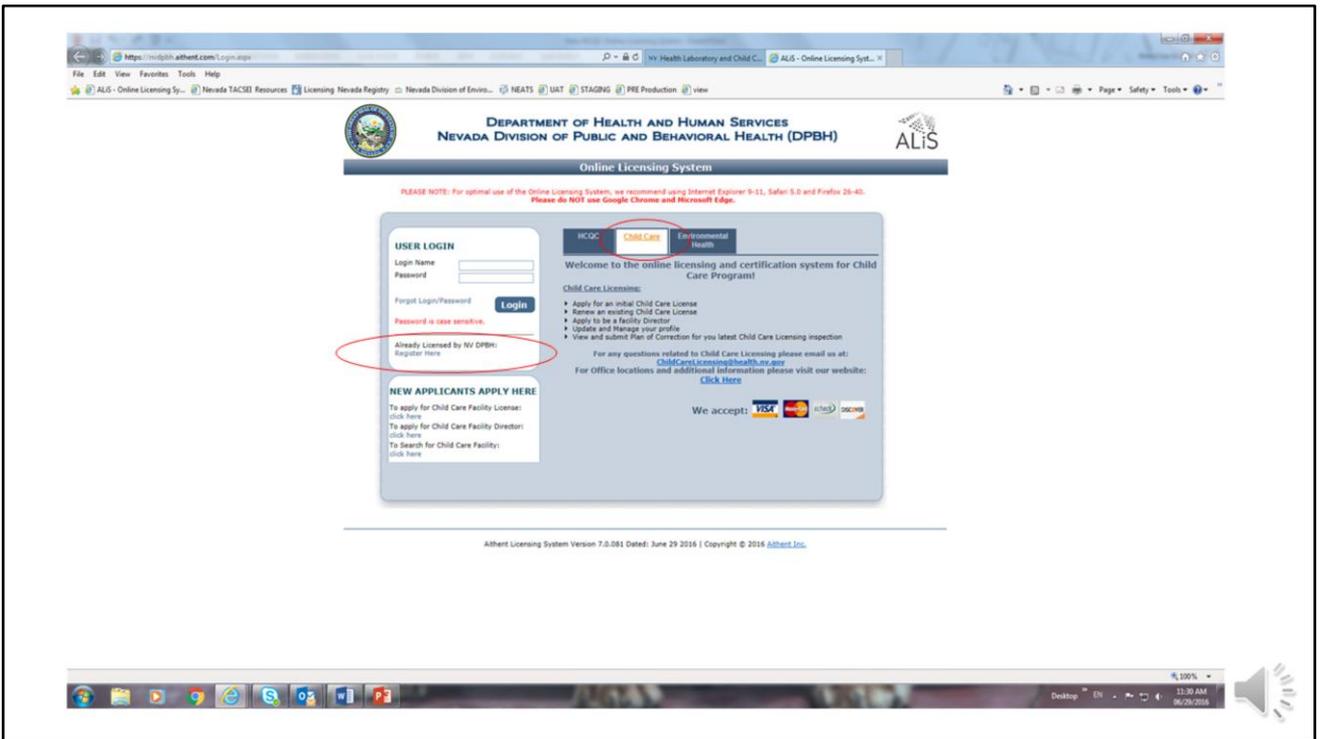
#### Background Process

- Step 1 - Complete the appropriate Consent and Release Form based on your location. Applicant and Owner/Director must sign third page of document. Incomplete forms will not be accepted and will be returned.  
(See "Background Investigation Forms and Information" section under "Forms" below.)
- Step 2 - Obtain the appropriate fingerprint referral from your employer where applicable.
- Step 3 - Take the complete consent and release and referral to your local police jurisdiction for processing
- Step 4 - Contact Nevada Department of Public Safety at 775-684-6262 for payment and submission information. Mail the money order and the fingerprint card to:
  - Nevada Department of Public Safety  
Criminal History Repository  
333 West Nye Lane, Suite 100  
Carson City, NV 89705
- Step 5 - Upon completion of fingerprinting a copy of the Consent and Release form and applicable work card(s) must be sent to Child Care Licensing for audit purposes.
- Step 6 - Once appropriate card(s) and/or reports are received, Child Care Licensing will notify the facility of the applicant's background clearance status.

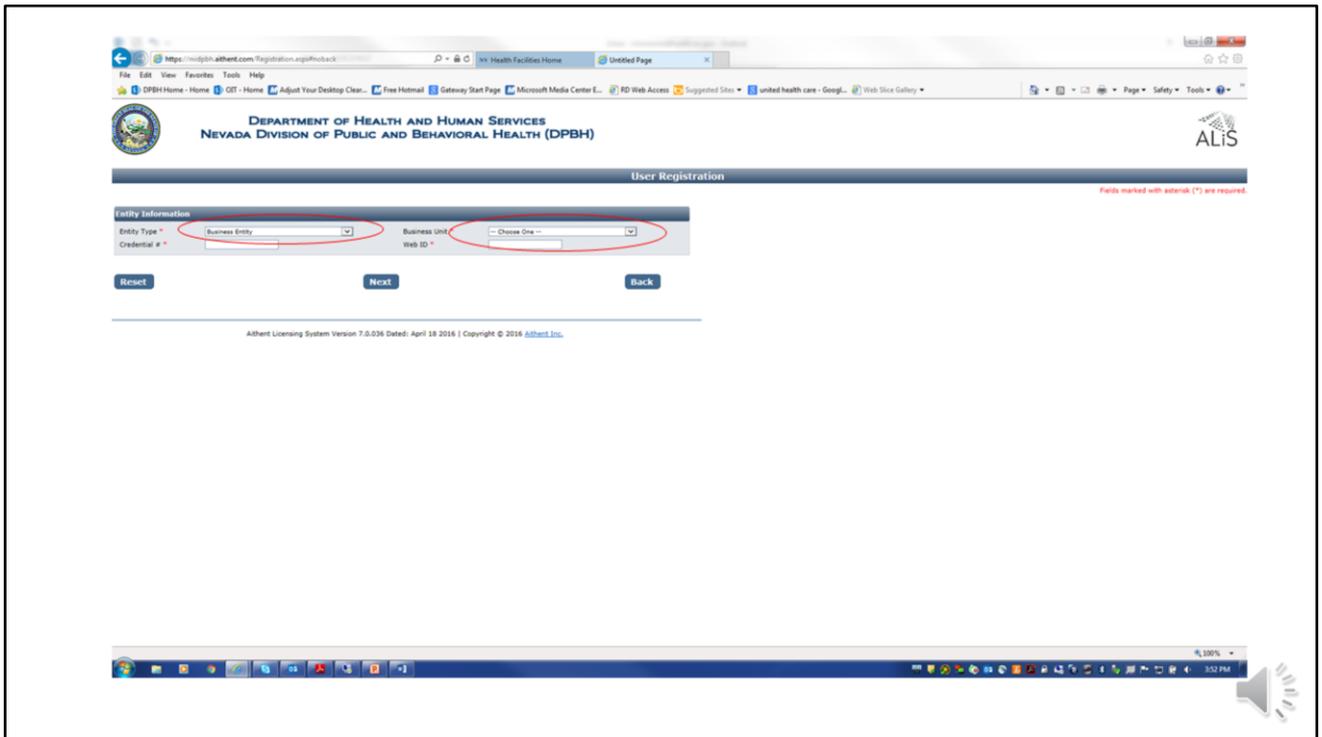
#### Forms

Whether opening a brand new child care facility in Nevada, or maintaining a licensed facility, there are a

In the application process, you must first complete step one; to do so, you must contact your local Child Care office either at (775) 684-4463 in Northern Nevada or (702) 486-3822 in Southern Nevada. Once completed, you will select step two, "Submit online application and required fee." The option has been circled in red in this slide.



Once you have clicked the online application link, you will be given the option to log in to the system. Be sure to click on the Child Care tab at the top. If you are an existing provider with a license number, choose the “Register Here” link to reach the area for registration.

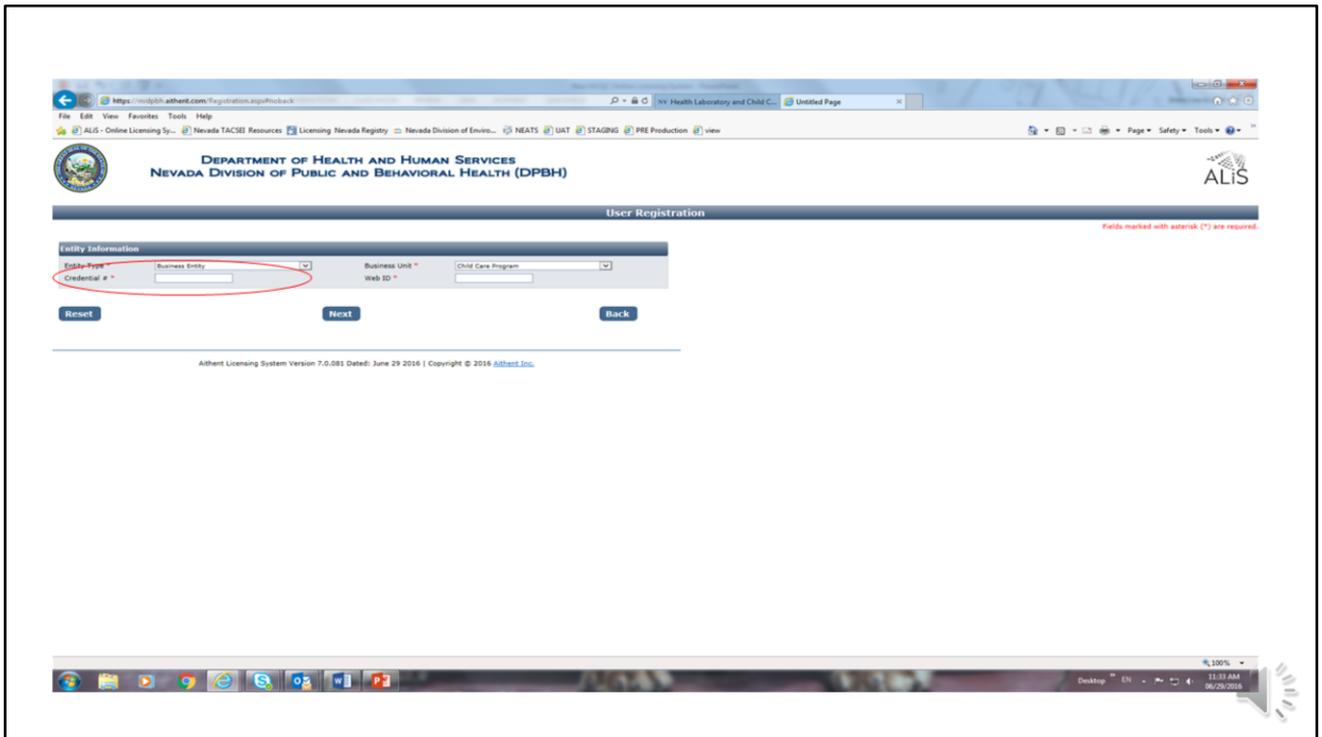


In order to register, you must have the Web ID number. You were given your individual Web ID number through the mail. If you do not remember your Web ID, you will need to call (775) 684-4463 for Northern Nevada or (702) 486-3822 for Southern Nevada.

Either office should be able to assist you with this.

When you reach this screen, you must choose “Business Entity” from the “Entity Type” drop-down menu on the left side of the screen (circled in red).

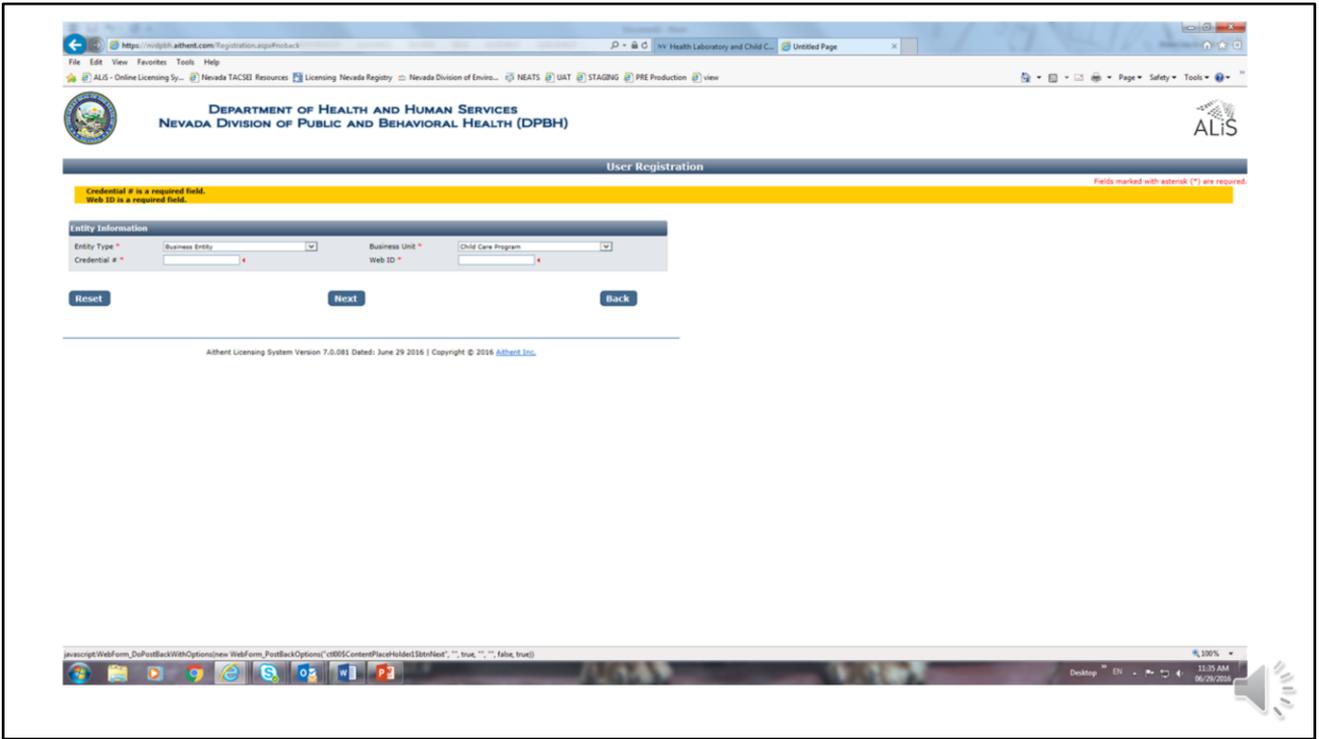
When you have populated the area with “Business Entity,” you will then need to choose the correct option from the “Business Unit” drop-down menu on the right-hand side of the screen.



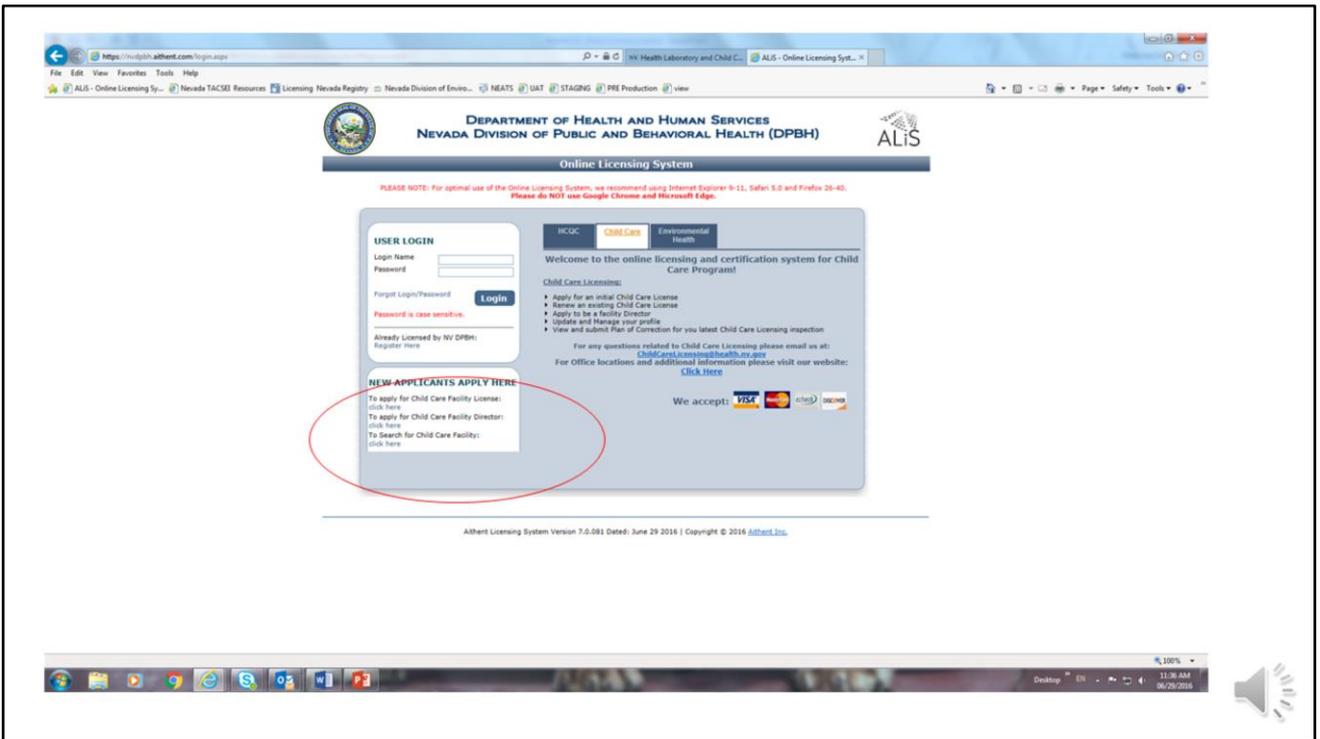
The red circled area with the description “Credential #” is referencing your unique license number. You must put the license number that is associated with your facility in this area. Once you enter the Credential #, you then must enter your Web ID (referenced in the previous slide).

Once populated, click on the next button, you will be registered and your facility information will be presented.

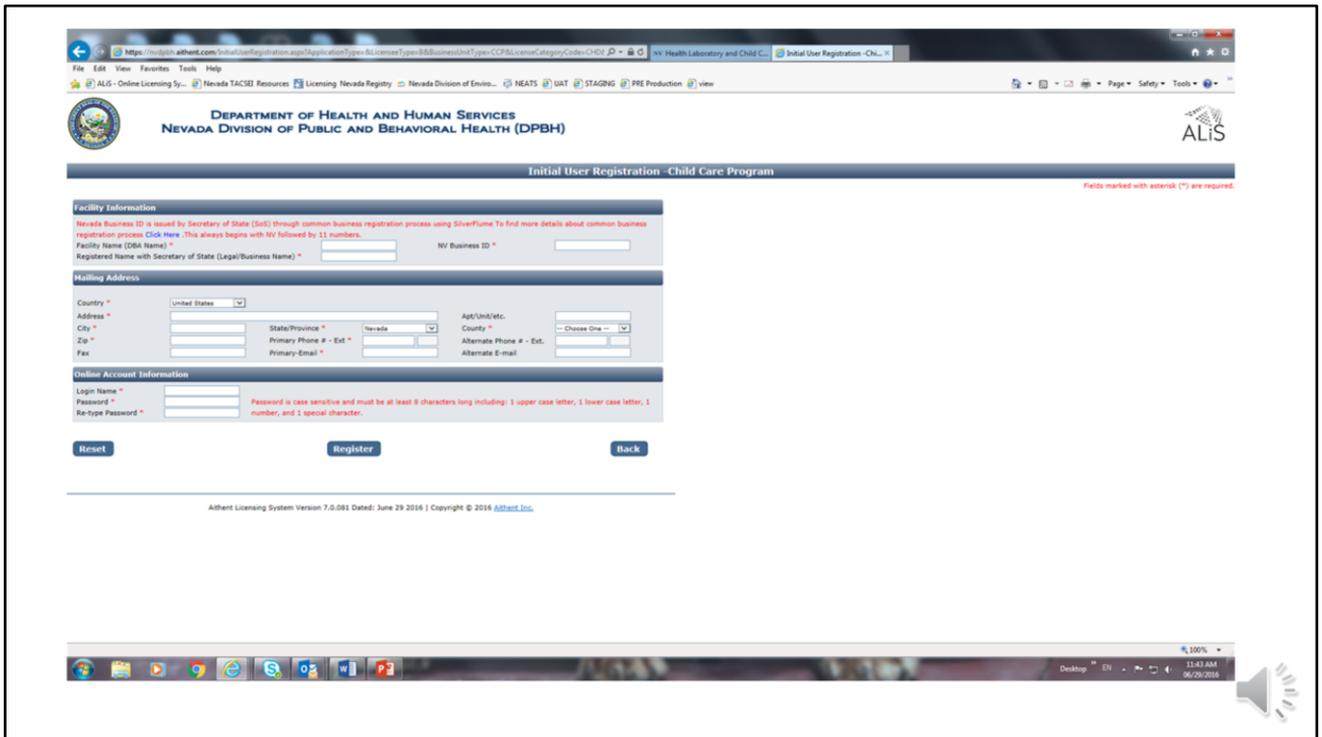
It is important that you check the information in your facility profile, especially the email address of your facility. This will be the method of communication that the Licensure Unit of the BHCQC will use to communicate with regarding any applications that you will submit for changes to your facility and for contact regarding the renewal application that must be completed for the licensure renewal. Renewal will be done online this year.



If you do not complete the required fields, you will not be able to register and complete any of the online processes that are now available to you for your convenience.



If you are a new provider with no facility license number, you will need to use the second box on the left-hand side of the log-in page for applying as a Child Care facility.



This is the screen you see when you begin a new facility application. Remember, the word “credential” now replaces the word “licensure.” You must complete the Nevada Secretary of State’s Silverflume process to register your company before you can complete the application for licensure. At the beginning of this process, there is a link embedded in the first page for Silverflume that will allow you to complete that process. Once you have completed this portion of the process, the Silverflume business ID number you have been assigned will automatically populate that item in the application. Make sure that the information you are inputting is complete and correct. Until you are able to complete the application and upload all of the requested documents, the application will not be available for review by the Child Care Licensure Unit. If you have difficulties with the application, please contact Child Care Licensing for assistance. An appointment can be made with the staff of the Child Care unit for assistance by phone or in person, utilizing the kiosks that have been made available for that purpose.

## Kiosks located in the following Child Care offices

- 727 Fairview Drive, Suite E, Carson City, NV 89706  
Phone: (775) 684-4463
- 3811 W. Charleston Blvd. Suite 210, Las Vegas, NV 89102  
Phone: (702) 486-3822



Suggestions for future education

[nkorme@health.nv.gov](mailto:nkorme@health.nv.gov)

