§746.303. What changes must I notify Licensing of regarding the child-care center's designee, governing body, director, and employees?

(a) You must notify us in writing, no later than five days after a change is made, regarding:

1. The designee of your center that is not a sole proprietorship. The designee for a sole proprietorship is the owner/sole proprietor;
2. The board chair for a corporate facility or other executive officer of the governing body;
3. The address of the center's designee or governing body; and
4. The center director.

(b) By January 15 of each year, you must report to us through your online Child Care Licensing Account the total number of employees who ceased working at your center during the previous calendar year.

**Helpful Information**

- Regarding paragraph (a)(2), governing body changes affect Licensing’s ability to communicate in a timely manner with those who have ultimate responsibility for the child-care center.
- Regarding paragraph (a)(4), it is important that Licensing know, in a timely manner, who has been designated as director in order to ensure that qualifications are met and the operation of a center is not at risk.
- Regarding paragraph (b), the total number of employees includes only individuals who left employment. You do not need to include any individuals for whom you submitted a criminal background check but did not employ.