

ATTENTION ALL CHILD CARE PROVIDERS AND DIRECTORS

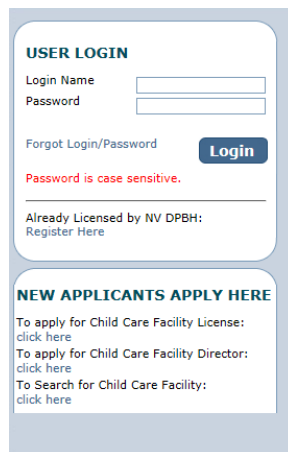
ONLINE LICENSING SERVICES NOW AVAILABLE

The Division of Public and Behavioral Health is excited to offer you online licensing services. You now will be able to conduct all of the following activities online:

- ❖ Apply for a Child Care License and pay with a credit card or e-check
- ❖ Renew your existing license and pay with a credit card or e-check
- ❖ Apply for a Director approval
- ❖ View your latest Child Care Licensing inspection
- ❖ Submit an electronic Plan of Correction for your latest Child Care Licensing inspection
- ❖ Update your personal information
- ❖ View any online pending applications you may have and their status
- ❖ Change your password

To take advantage of these online services follow these steps:

- 1) Please log in using Internet Explorer 9 to 11, Safari 5.0, or Firefox 26 to 40. Do not use Chrome.
- 2) Click on the following link to log into the system: <https://nvdpbh.aithent.com/login.aspx>
- 3) Currently licensed Child Care Providers and Directors must first register with the system. Go to Already Licensed by NV DPBH and click on the Register Here link to obtain your username and password.
- 4) Once you are registered, you will be able to log into the system to take advantage of all of our online licensing services by going to the User Login Page which will take you to your home page.



The screenshot shows a web form titled "USER LOGIN". It contains two input fields: "Login Name" and "Password". Below these fields is a "Forgot Login/Password" link and a blue "Login" button. A red error message reads "Password is case sensitive." Below the login section, there is a link for "Already Licensed by NV DPBH: Register Here". A separate section titled "NEW APPLICANTS APPLY HERE" contains three links: "To apply for Child Care Facility License: click here", "To apply for Child Care Facility Director: click here", and "To Search for Child Care Facility: click here".

It is your responsibility to know when your license expires and to ensure you renew on time. If you do not receive a renewal notice within 45 days of your expiration date, please call our office at 775-684-4463. As a courtesy, a renewal notification will be emailed to you prior to your license expiration date. Renewal notifications will no longer be sent by mail.

It is your responsibility to maintain current email and mailing addresses by logging into the system and updating your information to ensure you receive renewal notices and other important information from the Division.