



State of Nevada Child Care Licensing Amendment Process

In this time of COVID-19, everyone has been forced to adjust and make changes to their day to day plans. This is no different for licensed providers. Child Care Licensing is aware that providers may need to make changes to their license in order to accommodate the children and families they serve. Child Care Licensing would like to remind providers about being able to AMEND their license.

What is an Amendment to a license? It is the ability to make changes to a license that alters the services and how they are rendered by a facility. Changes that require an amendment include, but are not limited, to the following:



- Capacity (increase or decrease)
- Ages served
- Change in contact person (director/designated operators)
- Change in facility space (addition of classrooms)
- Hours of operation
- Change to meal services
- Transportation

How do you submit an Amendment? Contact your surveyor to let them know of your amendment plans to ensure they are permissible and then follow the steps:

Step 1: Log into the facility's CLICS account and click "Amendment" in the "WHAT DO YOU WANT TO DO?" section.

Step 2: Review all facility information for accuracy.

Step 3: Select which items you are requesting to amend on the license in the "Type of Changes Made" Section. Please be sure to correspond with your surveyor and explain what you are requesting to amend on your license and why.

Step 4: Upon submitting your amendment, a checklist will be available where you will be able to upload any documents pertaining to the amendment.

Who can request an Amendment? Any owner and/or director of a licensed childcare facility with a CLICS account can request an amendment so that it can be processed.

Who processes the Amendment and how long does it take? The amendment request is processed by the facility's surveyor who will work with you to let you know what steps (if any) will need to be taken in order for the request to be approved. Approvals can take up to 30 days, but delays can be experienced if paperwork and application are incomplete.

What happens once the Amendment is approved? Upon amendment approval, the changes requested can be implemented on site. The license will be updated and mailed to the facility which can take up to two weeks from the approval to receive.

*** If you have any questions regarding the above please speak with your surveyor. ***