**Section 407.55 Application for Renewal of License**

a) Application forms for license renewal shall be mailed to the day care center by the Department 6 months prior to the expiration date of the license.

b) The application for the renewal of a day care center license must be completed, signed by the governing body or its authorized representative, and submitted to the Department 3 months prior to the expiration date of the current license in order for the application to be considered timely and sufficient. In addition, revisions in items required by Section 407.50(b) that have not  been submitted previously to the Department shall accompany the application for the renewal of a license.

c)  When a licensed day care center seeks to change its name, address, corporate status or ownership, a new application reflecting the revised status must be completed, signed by the governing body or its authorized representative, and submitted to the Department 30 days prior to the effective date of the changes in order for the application to be considered timely and sufficient.  In addition, a change of name, corporate status or ownership shall be documented by the filing of a copy of the amended articles of incorporation or ownership agreement with the Department within 30 days after its effective date.

d) When a licensee has made timely and sufficient application for renewal of a license or a new license with reference to any activity of a continuing nature, the existing license shall continue in full force and effect until the final agency decision on the application has been made unless a later date is fixed by order of a reviewing court. (Section 10-65(b) of the Illinois Administrative Procedure Act [5 ILCS 100/10-65(b)])

e) Upon receipt of the application for license renewal, the Department shall conduct a license study in order to determine that the day care center continues to meet licensing standards.  The licensing study shall be in writing and shall be reviewed and signed by the licensing supervisor and the licensing representative performing the study.  The licensee shall receive a copy of the license study upon written request and payment of copying costs.

f) For renewal applications submitted on or after September 1, 2012, the licensee shall provide proof of membership in the Gateways to Opportunity Registry by all staff and assistants and by the director of the facility with all their educational and training requirements entered into the registry.

g) *Effective January 1, 2014, as part of an application for renewal of a license, the Department shall require proof the* center *has been tested within the last 3 years for radon* by a Radon Measurement Professional licensed by the Illinois Emergency Management Agency (see 32 Ill. Adm. Code 422)[225 ILCS 10/5.8]*.* [225 ILCS 10/5.8]

(Source: Amended at 38 Ill. Reg. 17293, effective August 1, 2014)