



Application for License Exemption

Instructions

Complete this form if your agency is a local educational agency (LEA) operating a California State Preschool Program (CSPP) requesting to be exempt from licensure pursuant to *Health and Safety Code (H&SC)* Section 1596.792(o).

Enter the contractor information in the required fields and review the certification statements below. Include signature and date of the Authorized Agency Representative.

Contractors may not operate as license-exempt until notified by the CDE that this request has been approved.

Contractor Information

Agency Name: _____

Vendor Number: _____ Contract Number: _____

Number of Classrooms requesting for License Exemption: _____

Attachments

Attach a document or use page 3 to list the following for each classroom the contractor is requesting to be license exempt: (1) Classroom Name or Number, (2) Facility/Site Name, (3) Facility/Site Address.

For initial exemption requests, submit this form, a copy of the current Facility Inspection Report (FIT), the Office of State Architect Certification, and any required attachments as requested by the CDE to the CSPPEXempt inbox at CSPPEXempt@cde.ca.gov. For renewal of exemption requests, submit as part of the Continued Funding Application (CFA).

Certification Statements

The purpose of this application is to ensure the California Department of Education and the California Department of Social Services, Community Care Licensing Division that this facility meets the conditions of the Early Education Division for a classroom licensing exemption pursuant to *Health and Safety Code* Section 1596.792(o)(1).

In order to be approved for license exemption, the LEA must certify that it meets all of the following requirements:

1. The agency meets the definition of an LEA as set forth in *Health and Safety Code* Section 1596.792(o)(1). For license exemption purposes, the definition of an LEA is either a school district, county office of education or a charter school.
2. The agency has a contract to provide CSPP services.

3. The agency is performing the CSPP services directly (not through a subcontractor).
4. The agency is performing such services in a school building, as defined by *EC* Section 17283.
5. The school building in which the services are performed is compliant with the provisions of the Field Act.
6. The school building in which services are performed is maintained and in good repair, as defined in *EC* Section 17002(d)(1).
7. The agency complies with the Kindergarten Classroom Requirements, as stipulated in the *California Code of Regulations*, Title 5 (5 *CCR*), commencing with Section 14000.
8. The CSPP classroom(s) requesting to be license exempt only serves age-eligible four-year-old children, as defined in *EC* Section 8205.
9. The CSPP classroom(s) requesting to be license exempt is in compliance with 5 *CCR* sections 17775–17781.
10. The Uniform Complaint Process is posted clearly in the CSPP classroom(s) requesting to be license exempt.

Signature

On behalf of the above-named agency, I certify that the agency meets all of the requirements set forth above as provided for in *Health and Safety Code* Section 1596.792(o)(1) and 5 *CCR*, Section 17792.

I declare under penalty of perjury that the above information is true and correct to the best of my knowledge.

Authorized Agency Representative Signature: _____

Title: _____ **Date:** _____

For CDE Use Only

The following section is for CDE use only. (License exemption is not approved until reviewed, signed, and dated by CDE representatives below.)

Consultant Signature: _____

Telephone Number: _____ **Date:** _____

Administrator Signature: _____

Telephone Number: _____ **Date:** _____

For each classroom the contractor is requesting to be license exempt, list the following:
(1) Classroom Name or Number, (2) Facility/Site Name, (3) Facility/Site Address. Attach
additional pages if necessary.