California Department of Education
Early Education Division

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).

The purpose of this application is to ensure the California Department of Education (CDE) 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 *H&SC* Section 1596.792(o)(1).

Enter the contractor's 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 License Exemption is Requested For: _____

Attachments

Attach a document listing the following 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.

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 by email to CSPPExempt@cde.ca.gov. For renewal of exemption requests, submit as part of the Continued Funding Application (CFA).

Certification Statements

1. The agency meets the definition of an LEA as set forth in *H&SC* 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 California *Education Code* (*EC*) Section 17283.
5. The school building in which the services are performed is compliant with the provisions of the Field Act, pursuant to title 1, division 1, part 10.5, chapter 3, articles 3 and 6 of the Education Code.
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 14030.
8. The CSPP classroom(s) requesting to be license exempt only serves age-eligible four-year-old children, as defined in *EC* Section 8205. (5 *CCR* 17775(c).)
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.

On behalf of the above-named agency, I certify that the agency meets all of the requirements set forth above as provided for in *H&SC* 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 Agent Signature: _____

Authorized Agent Title: _____ **Date:** _____

For CDE Use Only

License exemption is not approved until reviewed, signed, and dated by CDE representatives below.

Consultant Signature: _____

Consultant Name: _____ **Date:** _____

Administrator Signature: _____

Administrator Name: _____ **Date:** _____