

Certified Child Care Centers & CCAP

What is a certified child care center and do I qualify?

All child care in Minnesota must be licensed unless the program can be excluded, or exempt from licensure, according to [§245A.03, subd. 2](#). If the program meets the conditions of an exclusion, it may operate as a license-exempt child care program. If a [legally license-exempt child care](#) program wants to participate in CCAP, the program must be certified by the Minnesota Department of Human Services. According to [245H.02](#), only certain child care program exclusions are eligible for certification. Use this [worksheet](#) to determine if your program qualifies to become certified.

How do I get my license-exempt child care program certified?



Phase I

- Log into [Provider Hub](#) and create a certification application
- Enter program information
- Submit required policies
- Submit completed fire inspection or request new fire inspection



Phase II

- Enter staffing information
- Complete background studies
- Complete pre-certification requirements phone call

What does my certified center need to do to collect CCAP payments?

- Register for CCAP and contact your local CCAP agency. Future functionality is being built to allow registration in the Provider Hub.
- Complete registration paperwork and send registration paperwork to local CCAP agency.

What if I have questions?

About Certification

DHS Licensors on-call Mon. – Fri., 8am – 4:30pm
651-431-6500, option 1, then press option 3
Email: dhs.ccc.licensing@state.mn.us

About CCAP

DHS Child Care Assistance Program, 651-431-4848
Email: dhs.ccap@state.mn.us
[Minnesota CCAP Provider Guide](#)