



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

|             |      |  |                 |
|-------------|------|--|-----------------|
| Manual:     | NJAC | NJ Administrative Code Excerpts                    | Effective Date: |
| Title       | 10   | Human Services                                     |                 |
| Chapter     | 122  | Manual of Requirements for Child Care Centers      | 8/6/2009        |
| Subchapter: | 2    | Licensing Procedures                               |                 |
| Section     | 2    | <b>Issuance of a license (N.J.A.C. 10:122-2.2)</b> |                 |

### §10:122-2.2 Issuance of a license

(a) The Office of Licensing shall issue a regular license to a center that has achieved full compliance with all applicable provisions of this manual.

(b) If the Office of Licensing determines that a center is in substantial compliance with, but does not meet all applicable provisions of this manual, and provided that there is no serious or imminent hazard to the health, safety, well-being, and development of the children, the Office of Licensing shall issue a temporary license to the center and indicate in writing the steps the center must take to secure a regular license. When a center applies for its first license, a temporary license shall not be issued until the center has submitted to the Office of Licensing a satisfactory Certificate of Occupancy and documentation of compliance with State requirements, as specified in N.J.A.C. 10:122-5.1 through 5.5.

(c) A temporary license may be issued for a period not to exceed six months. The Office of Licensing may issue as many temporary licenses as it deems necessary. However, a center shall not operate pursuant to temporary licenses for more than 18 months.

(d) Each licensing period, which may include the issuance of one or more temporary licenses and/or one regular license, shall be three years.

1. In determining the expiration date of the first regular license, the Office of Licensing shall compute the three-year licensing period from the date of issuance of the first temporary or regular license.

2. In determining the expiration date of a renewal regular license, the Office of Licensing shall compute the three-year licensing period from the date on which the center's previous regular license expired.

(e) The license shall be posted in a prominent location within the center and in each building associated with the center.

(f) A center shall not make claims contrary to its license, either in advertising or in any written or verbal announcement or presentation.

(g) A facility or program caring for children shall not claim in advertising, or in any written or verbal announcement or presentation, to be a licensed center unless it has secured a license from the Office of Licensing.

(h) A center shall not claim that it is licensed by any State department or agency other than the New Jersey Department of Children and Families, or that it is accredited by any State department.