

# Provisional Licensure Application Process

## Overview

This Quick Reference Guide shows Providers how to apply for Provisional Licensure. This is a two-step process.

1. **Complete the initial inquiry in order to apply to receive Provisional Licensure.** After completing the required activities in the initial inquiry process and all activities have been confirmed by a TDHS Staff member, you will be able to apply for Provisional Licensure.
2. **Complete the application to receive Provisional Licensure.** Once all steps in the application process have been completed and verified by a TDHS Staff member, you are awarded Provisional Licensure status (depending on your designated care program selection: Adult or Child Care).

Additionally, this Quick Reference Guide shows existing Providers how to update their location, type, or owner information within the Provider Portal.

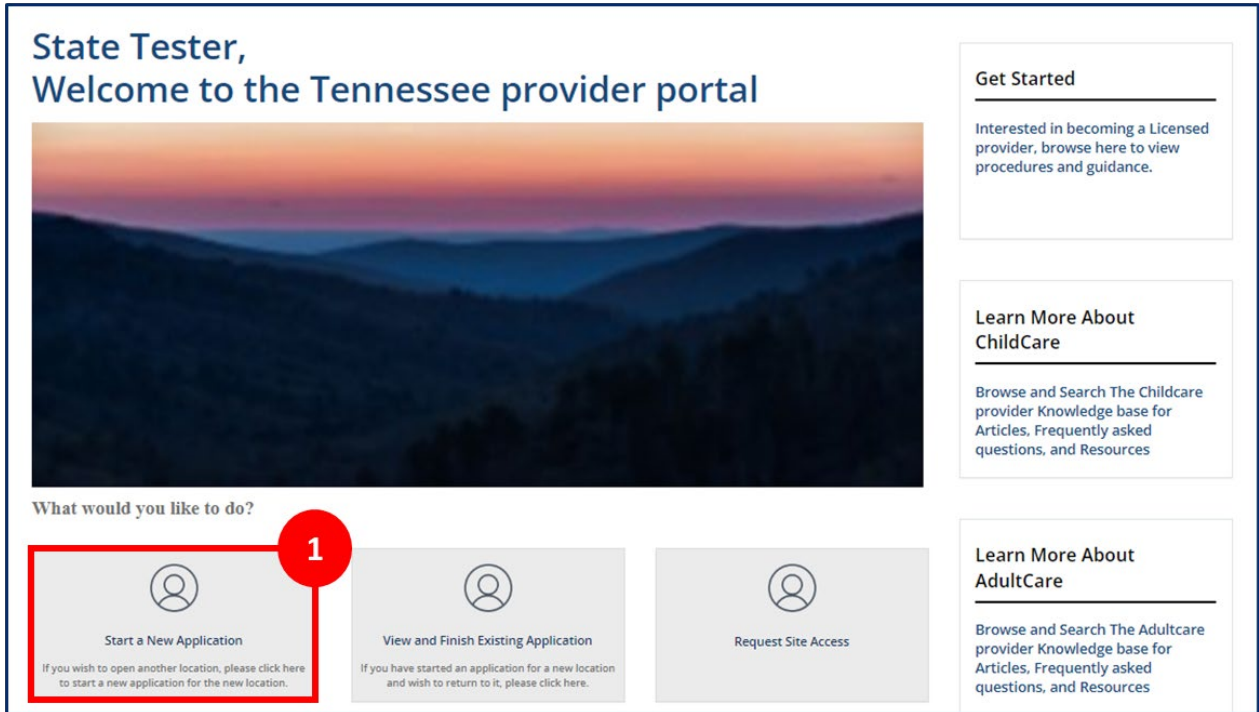
## Audience

New Child Care and Adult Day Services Providers.

## Initial Inquiry for Provisional Licensure

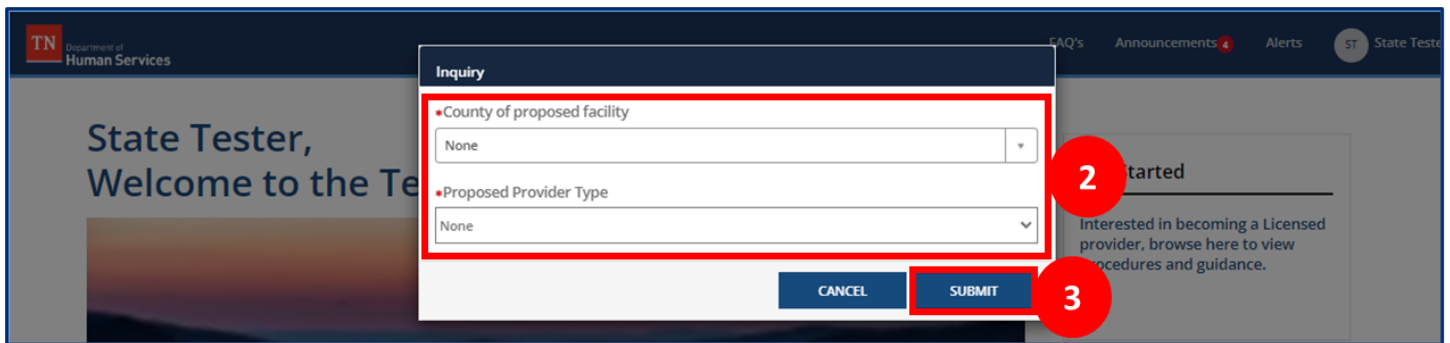
Locate **Start a New Application** in the middle of the home screen.

1. Click **Start a New Application**.



2. The resulting pop-up window prompts you to make a selection for the **County of Proposed Child Care / Adult Care facility** you are applying to work in and your **Proposed Provider Type**. Use the drop downs to make your selections.

3. Once finished, click **Submit**.



## Initial Inquiry for Providers

To the left of the screen, you will see a column titled **Activities**.

This column gives you a list view of each activity that you must complete before you can start your application. Please note, depending on your Provider Type, you will have different required activities.

### Child Care

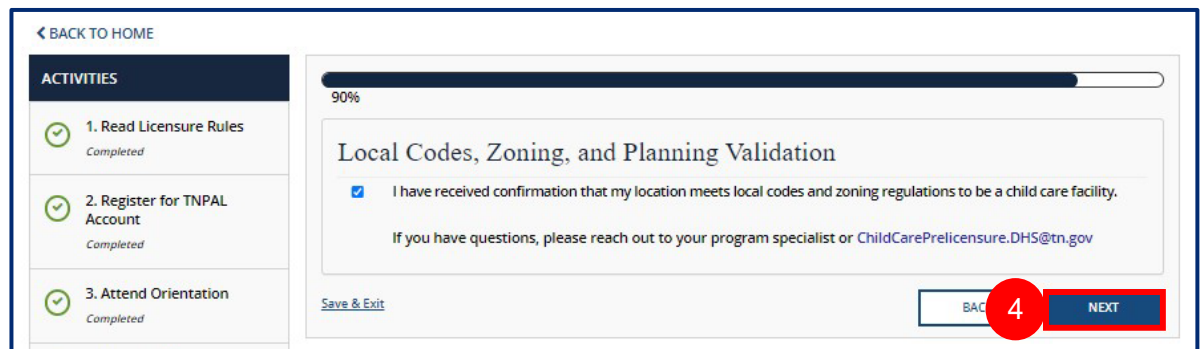
ACTIVITIES	
<input type="radio"/>	1. Read Licensure Rules <i>Not Started</i>
<input type="radio"/>	2. Register for TNPAL Account <i>Not Started</i>
<input type="radio"/>	3. Register for an Orientation Session <i>Not Started</i>
<input type="radio"/>	4. Obtain FEIN <i>Not Started</i>
<input type="radio"/>	5. Local Codes, Zoning, and Planning Validation <i>Not Started</i>
<input type="radio"/>	Start Application <i>Pre-Application Tasks - State Tester</i>

### Adult Day Services

ACTIVITIES	
<input type="radio"/>	1. Read Licensure Rules <i>Not Started</i>
<input type="radio"/>	2. Register for an Orientation Session <i>Not Started</i>
<input type="radio"/>	3. Obtain FEIN <i>Not Started</i>
<input type="radio"/>	4. Local Codes, Zoning, and Planning Validation <i>Not Started</i>
<input type="radio"/>	Start Application <i>Pre-Application Tasks - State Tester</i>

Each page requires you to provide different types of information. You are able to move forward once all mandatory information is filled out on that page.

4. Once all information is entered, click **NEXT**.



< BACK TO HOME  
**ACTIVITIES**  
 1. Read Licensure Rules  
*Completed*  
 2. Register for TNPAL Account  
*Completed*  
 3. Attend Orientation  
*Completed*

90%

**Local Codes, Zoning, and Planning Validation**

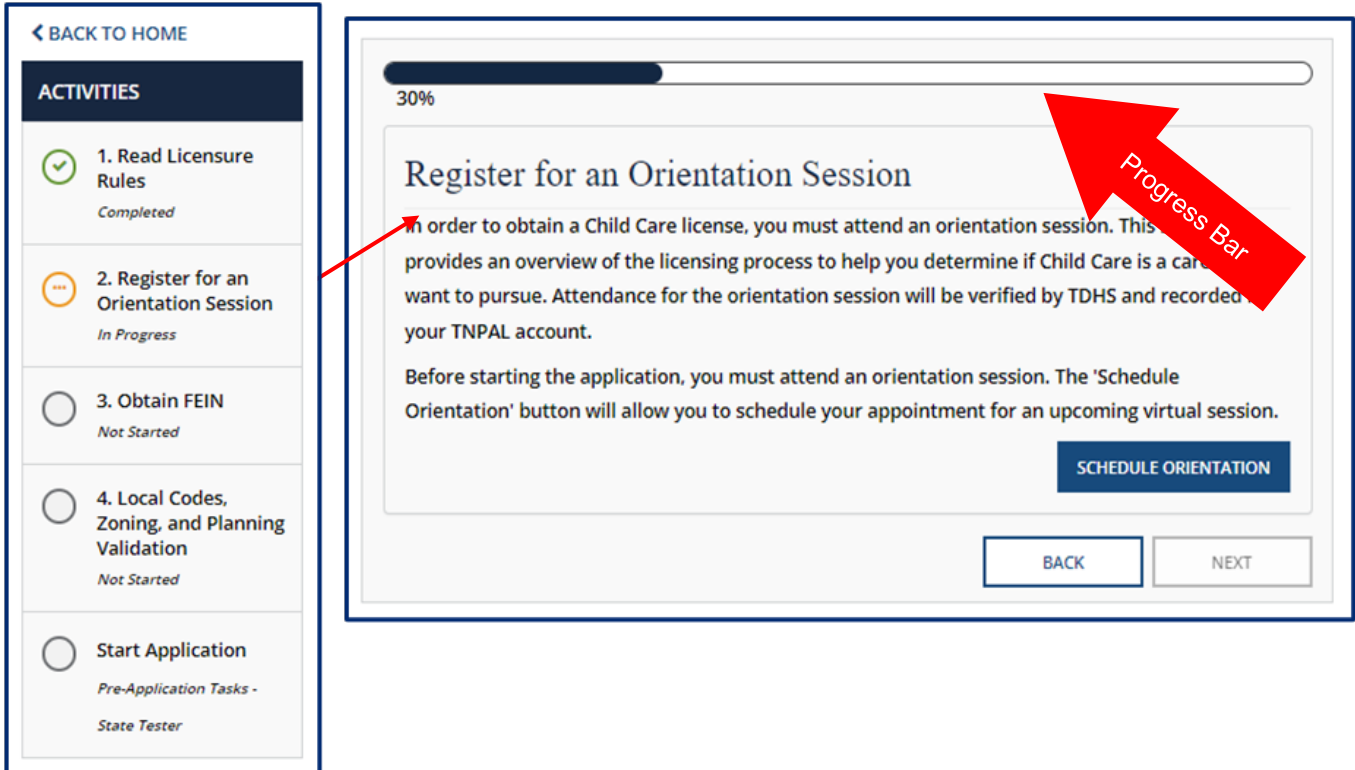
I have received confirmation that my location meets local codes and zoning regulations to be a child care facility.

If you have questions, please reach out to your program specialist or [ChildCarePrelicensure.DHS@tn.gov](mailto:ChildCarePrelicensure.DHS@tn.gov)

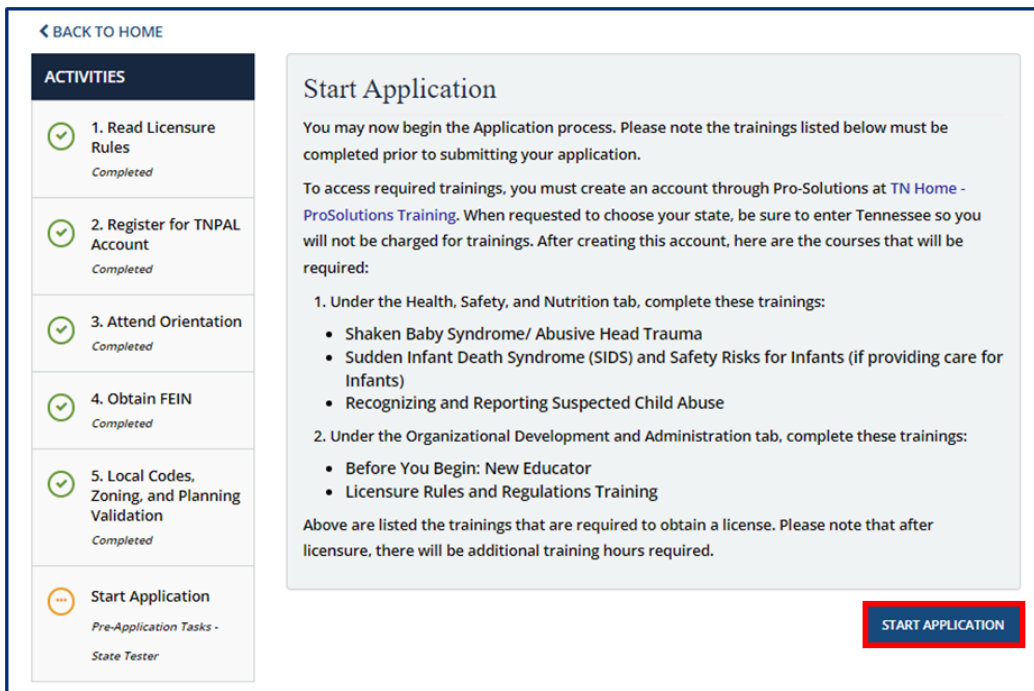
[Save & Exit](#) BAC **4** NEXT

## Quick Reference Guide

Additionally, at the top of each of these screens, you will see the **Progress Bar** which indicates the percentage of how far along the initial inquiry process you are.

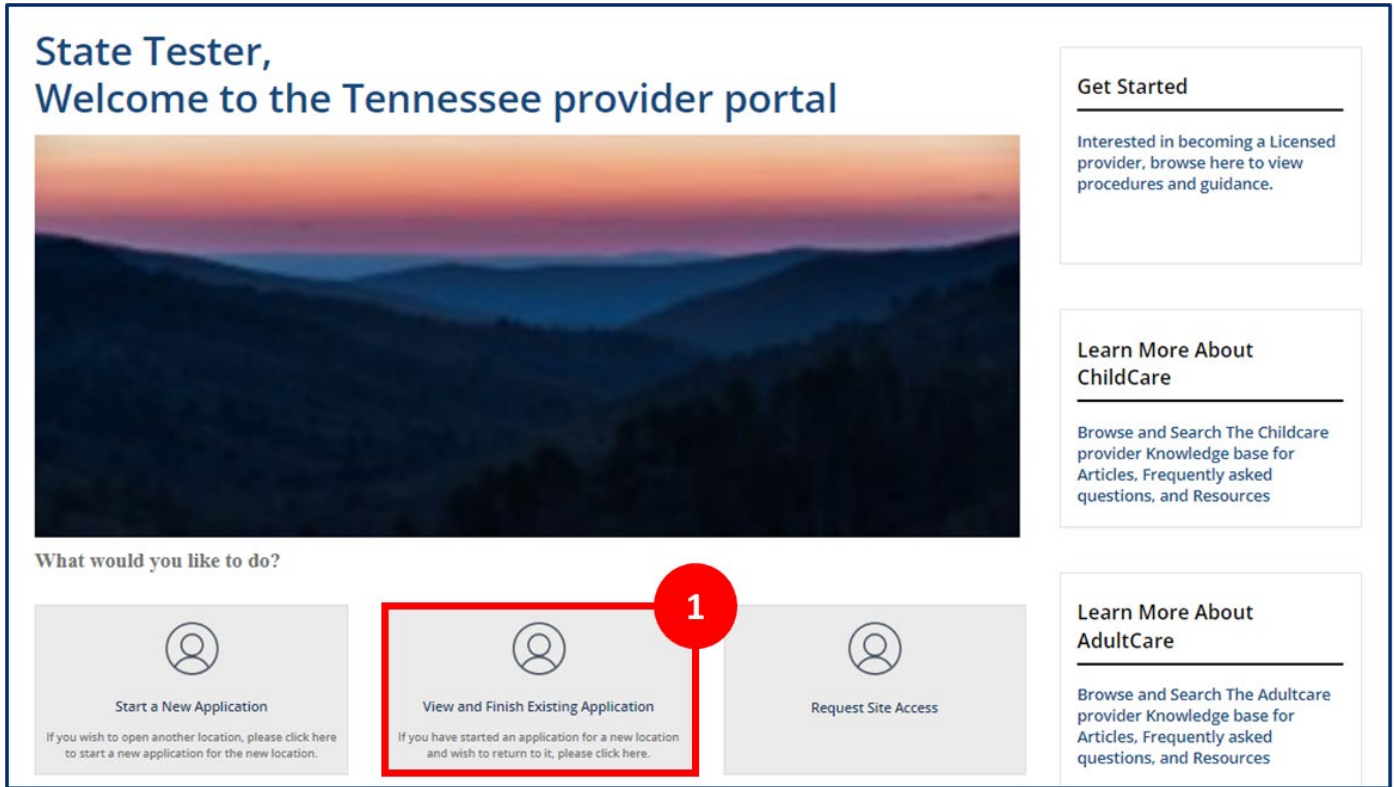


After completing the required activities in the initial inquiry process and all activities have been confirmed by a TDHS Staff member, you are able to **Start a New Application** for Provisional licensure.



## Applying for Provisional Licensure

1. To begin the application for Provisional licensure, select **View and Finish Existing Application** on the home screen.



2. Once **View and Finish Existing Application** is clicked, you are navigated to the **Your Pre-Application Summary** page. Here, you will see that your pre-application status is listed as **Submitted** and you will be ready to start your application for Provisional licensure. The most recent pre-application will be highlighted in green.
3. To start, click the **Start Application hyperlink**.

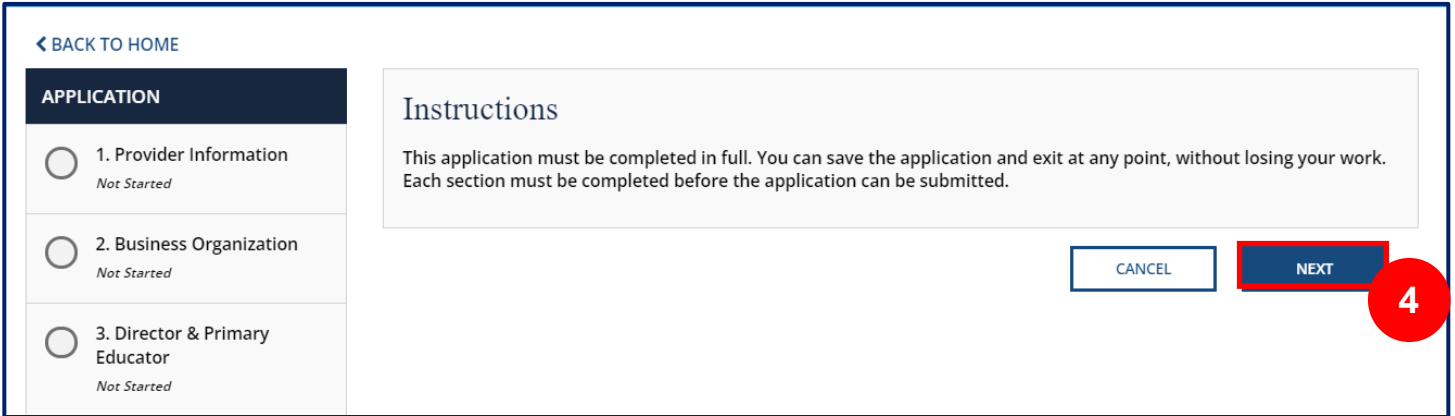
**YOUR PRE-APPLICATION SUMMARY**

There are tasks that must be completed prior to submitting a licensure application. Attendance for orientation will be updated by the TDHS. Once orientation attendance and all tasks have been completed, you will be able to apply to become a Licensed Provider.

Number	Selected Provider Type	Provider County	Regulatory Individual	Status	Action
CS0005374	Child Care	Davidson	Wendy <b>2</b>	<b>Submitted</b>	<b>3</b> <a href="#">Start Application</a>
CS0005373	Adult Care	Campbell	Rachel Pogue	Submitted	<a href="#">View / Continue Application</a>
CS0005372	Child Care	Davidson	Wendy Pasch	In Progress	<a href="#">Continue</a>

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4. Review the Instructions, then click **Next** to acknowledge you have read the application's instructions.



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**APPLICATION**

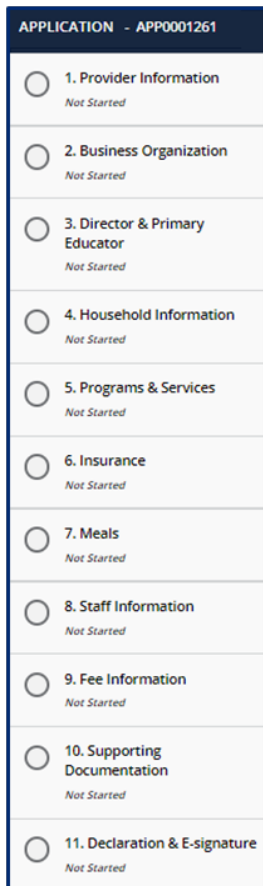
- 1. Provider Information  
*Not Started*
- 2. Business Organization  
*Not Started*
- 3. Director & Primary Educator  
*Not Started*

### Instructions

This application must be completed in full. You can save the application and exit at any point, without losing your work. Each section must be completed before the application can be submitted.

You will then be taken to the application, where you will see a column titled **Application**, followed by *your* application number. This column gives you a list view of each page you will need to complete in order to successfully complete your application. Please note, depending on your Provider Type, you will have different requirements.

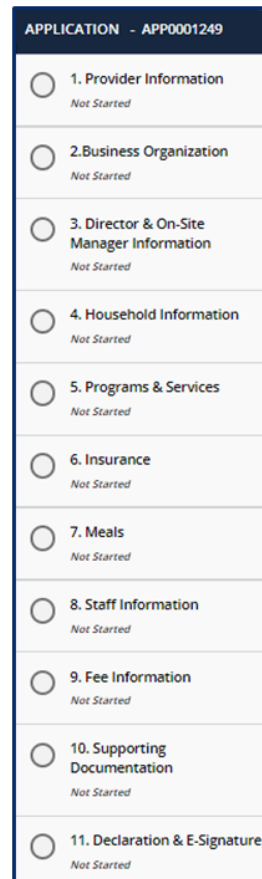
### Child Care



**APPLICATION - APP0001261**

- 1. Provider Information  
*Not Started*
- 2. Business Organization  
*Not Started*
- 3. Director & Primary Educator  
*Not Started*
- 4. Household Information  
*Not Started*
- 5. Programs & Services  
*Not Started*
- 6. Insurance  
*Not Started*
- 7. Meals  
*Not Started*
- 8. Staff Information  
*Not Started*
- 9. Fee Information  
*Not Started*
- 10. Supporting Documentation  
*Not Started*
- 11. Declaration & E-signature  
*Not Started*

### Adult Day Services



**APPLICATION - APP0001249**

- 1. Provider Information  
*Not Started*
- 2. Business Organization  
*Not Started*
- 3. Director & On-Site Manager Information  
*Not Started*
- 4. Household Information  
*Not Started*
- 5. Programs & Services  
*Not Started*
- 6. Insurance  
*Not Started*
- 7. Meals  
*Not Started*
- 8. Staff Information  
*Not Started*
- 9. Fee Information  
*Not Started*
- 10. Supporting Documentation  
*Not Started*
- 11. Declaration & E-Signature  
*Not Started*

Each page requires you to provide different types of information. You can move forward once all mandatory information is filled out on that page. At the bottom of each section, use the checkbox to confirm all information applicable to your application has been provided for that section.

All information applicable to this application has been provided for this section.

Upon checking the box and proceeding to the next section, the status of the tab you just finished will change to 'Completed.' You will not be able to submit your Application until the checkbox in every section is checked.

✔ **2. Business Organization**  
*Completed*

- 5. Fill in all the required information in the application. As you finish each step, complete the **Checkbox** and click **Save & Next**.

### Household Information

Does the Agency operate in an occupied residence of the applicant?

No

All information applicable to this application has been provided for this section.

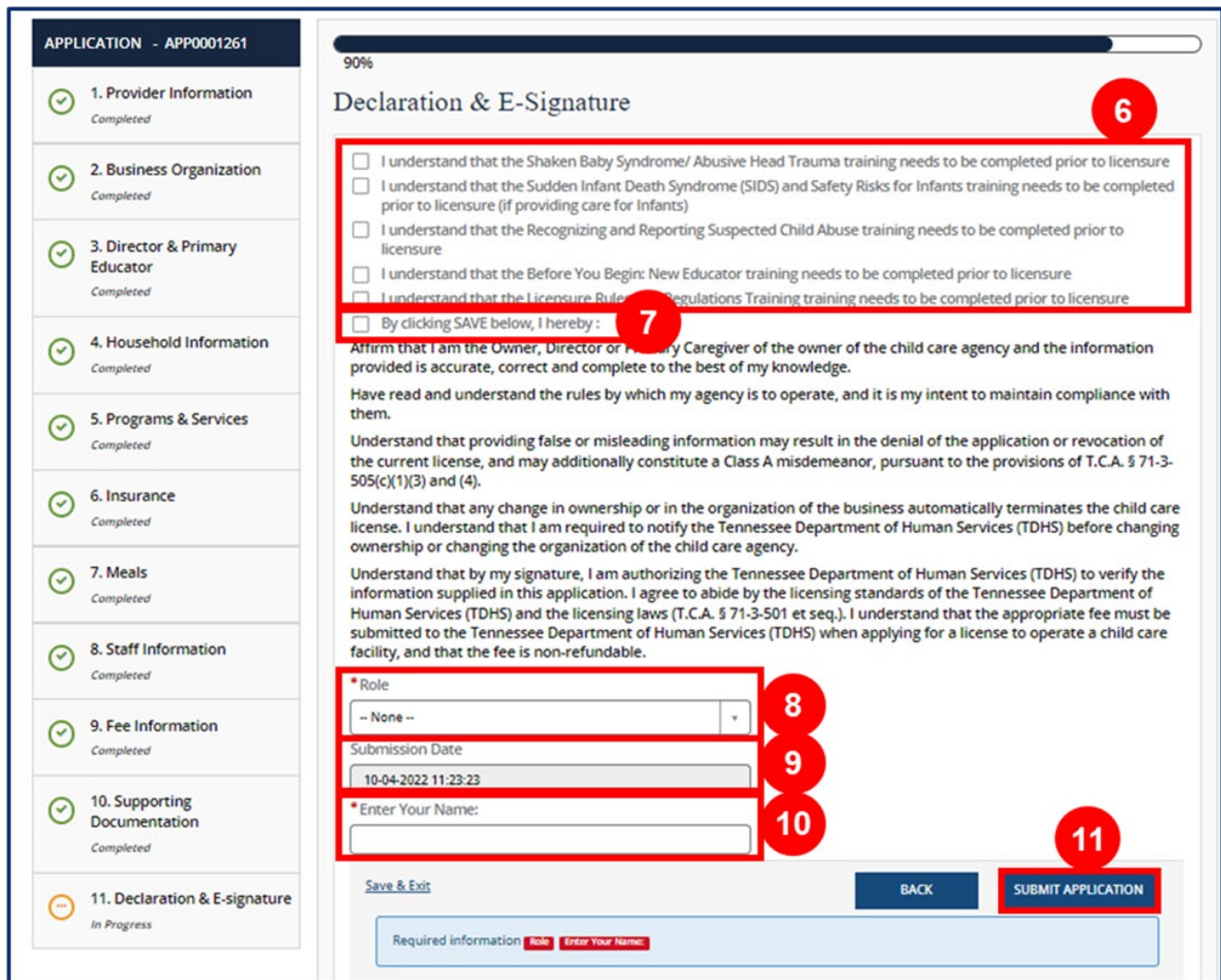
Save & Exit**5**BACK**5****SAVE & NEXT**

Your application also has a **Progress Bar** to show how far along the application process you are.



After all required information has been entered and your supporting documents have been uploaded, complete your application. You can complete your application on the Declaration and E-signature page.

6. Select each checkbox to acknowledge the listed items.
7. Select the **By clicking SAVE below, I hereby:** check box to acknowledge the listed information.
8. Select your **Role** from the dropdown menu.
9. The **Submission Date** will be automatically populated with the current date
10. **Enter Your Name.**
11. Click **Submit**. You have now submitted your application for Provisional Licensure. Upon approval of your application, you will have the immediate ability to complete your Annual Report.

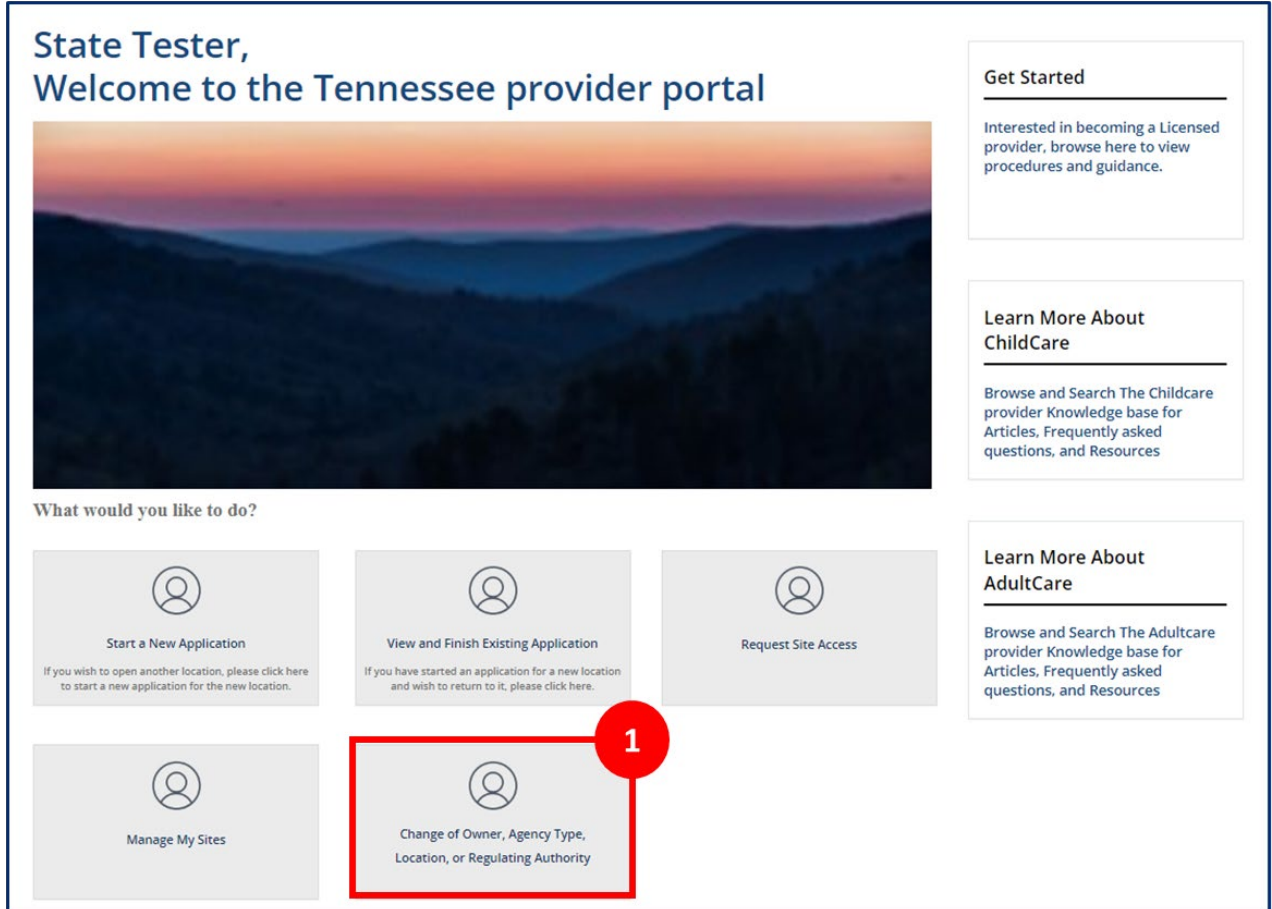


The screenshot shows the 'Declaration & E-Signature' page of an application. On the left is a sidebar with a progress list for 11 steps. The main content area has a 90% progress bar and a title 'Declaration & E-Signature'. A red box highlights a list of five checkboxes, with a red circle '6' next to it. Below this is a checkbox labeled 'By clicking SAVE below, I hereby:' with a red circle '7'. The text below explains the user's role as Owner, Director, or Family Caregiver and states that the information provided is accurate. It also mentions that providing false information is a Class A misdemeanor. A red box highlights the 'Role' dropdown menu (set to '-- None --') with a red circle '8'. Below that, the 'Submission Date' is shown as '10-04-2022 11:23:23' with a red circle '9'. A red box highlights the 'Enter Your Name' input field with a red circle '10'. At the bottom right, a red box highlights the 'SUBMIT APPLICATION' button with a red circle '11'. A 'Save & Exit' section at the bottom left shows a 'Required information' box with a red circle '10' next to the 'Enter Your Name' field.

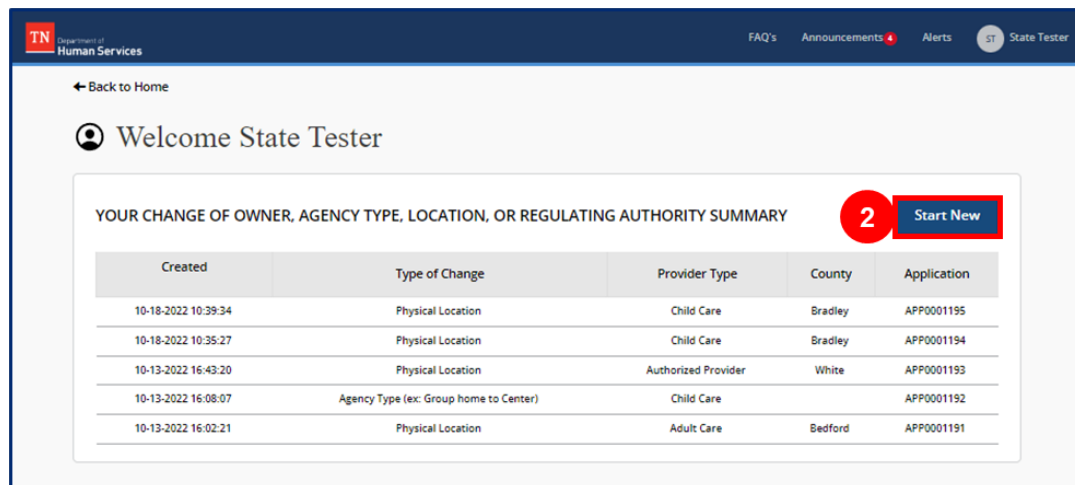


## Updating Owner, Location, Agency Type, or Regulating Authority Information

1. Click the **Change of Owner, Agency Type, Location, or Regulating Authority** tile on the Provider Portal homepage.

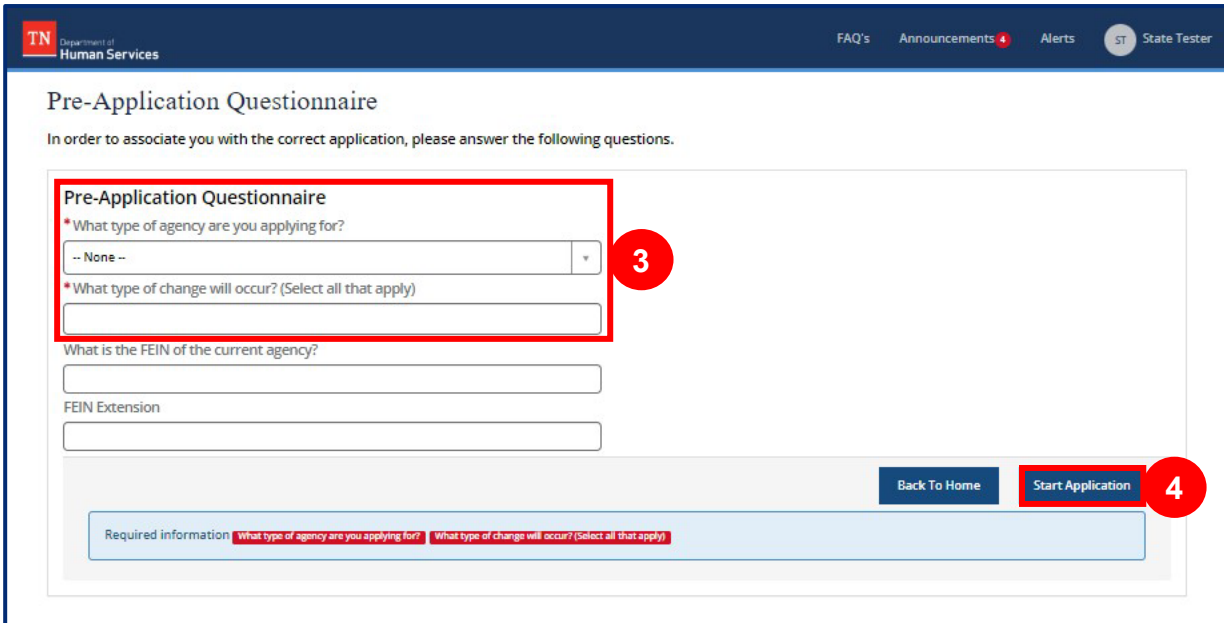


2. Click the **Start New** button.



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- Complete the required questions on the screen. You may contact your Licensing Consultant for more information on your eligibility/licensing status after completing this step.  
*Note: New questions may appear based on your previous answers. Make sure to enter all information thoroughly and accurately.*
- When you are ready to begin an application, Click **Start Application**.



The screenshot shows the 'Pre-Application Questionnaire' page. At the top, there is a navigation bar with 'TN Department of Human Services' on the left and 'FAQ's', 'Announcements 4', 'Alerts', and 'ST State Tester' on the right. The main heading is 'Pre-Application Questionnaire' with the instruction: 'In order to associate you with the correct application, please answer the following questions.'

The form contains the following fields and elements:

- A red box highlights the first two questions:
  - \*What type of agency are you applying for? (Dropdown menu with '-- None --' selected)
  - \*What type of change will occur? (Select all that apply) (Text input field)
 A red circle with the number '3' is placed to the right of this section.
- Below these are two text input fields:
  - What is the FEIN of the current agency?
  - FEIN Extension
- At the bottom right, there are two buttons: 'Back To Home' and 'Start Application'. A red circle with the number '4' is placed to the right of the 'Start Application' button.
- A blue box at the bottom contains a 'Required information' section with red text: 'What type of agency are you applying for?' and 'What type of change will occur? (Select all that apply)'.

- See Section **Applying for Provisional Licensure**, Steps 4-10 of this guide for additional guidance on completing your application.
- Click **Submit**. You have now submitted your application for Updating Owner, Location, Agency Type, or Regulating Authority. Upon approval of your application, you will have the immediate ability to complete your Annual Report.