**Section 405.5 Application for Renewal of License**

a) Application forms for license renewal shall be mailed to the day care agency by the Department six months prior to the expiration date of the license.

b) The application for the renewal of a day care agency license must be completed, signed by the governing body or its authorized representative, and submitted to the Department three months prior to the expiration date of the current license for the application to be considered timely and sufficient.

c) When a licensed day care agency seeks to change its name, address, corporate status or ownership, a new application reflecting the revised status must be completed, signed by the governing body or its authorized representative, and submitted to the Department thirty days prior to the effective date of the change(s) for the application to be considered timely and sufficient. In addition, a change of name, corporate status or ownership shall be documented by the filing of a copy of the amended articles of incorporation or ownership agreement with the Department within thirty days of its effective date.

d) *When a licensee has made timely and sufficient application for renewal of a license or a new license with reference to any activity of a continuing nature and the Department fails to render a decision on the application for renewal of the license prior to the expiration date of the license, the existing license shall continue in full force and effect for up to thirty (30) days until the final Department decision has been made. Upon a showing of good cause by the licensee or the Department, the Department shall further extend the period in which such decision must be made in individual cases for up to 30 days.* "Good cause" includes but is not limited to shortages of staff or forced relocation of the agency. Both the request for the second extension and the Department's decision on that request shall be in writing.

e) Upon receipt of the application for license renewal, the Department shall conduct a license study in order to determine that the day care agency continues to meet licensing standards. The licensing study shall be in writing and shall be reviewed and signed by the licensing supervisor and the licensing representative performing the study. The license shall receive a copy of the license study upon written request and payment of copying costs.