



**Georgia Dept  
of Early Care  
and Learning**  
BRIGHT FROM THE START

2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, GA 30334

(404) 656-5957

## **STEPS FOR CHANGES OF OWNERSHIP**

1. Determine if the facility you are purchasing meets the definition of a Change of Ownership.
  - Currently operating, and there will be no lapse in service to the children and families.
  - An Owner creates a new Corporation (INC) or Limited Liability Company (LLC).
  - An INC/LLC is completely different than the previous owner.
  - A change in type of Corporation with the same people involved (ex: LLC to INC or INC to LLC).
  - An individual owner creates an LLC or INC.
  - An Unincorporated Association creates an LLC or INC.
  - A General Partnership creates an LLP, LLLP, LLC, or INC.
2. Review the *Memorandum Regarding Change of Ownership* and download the [CCLC Change of Ownership Applicant Guide](#) and the [CCLC Change of Ownership Online Application Walkthrough](#). These documents may be downloaded from the Department of Early Learning (DECAL) and Care website at:  
<http://www.dec.al.ga.gov/ChildCareServices/ChangeofOwnership.aspx>
3. Go to <https://www.decalkoala.com/Default> to start the CCLC Change of Ownership application. You will select New Provider Request to get started. Please refer to the [CCLC Change of Ownership Online Application Walkthrough](#) for more information.
4. If the former owner was rated through DECAL's Quality Rated program and the new owner would like to request a rating transfer then you will need to apply for the Quality Rating Transfer Request Addendum that will be available in the online application.
5. If the former owner had Georgia Pre-K classes through DECAL, and you wish to continue delivery of Pre-K program services, then you will need to apply for the Pre-K Program Change of Ownership Request Addendum that will be available in the online application.
6. Determine what other local and state agencies have jurisdiction for the facility and become familiar with their requirements. Examples are agencies that have



**Georgia Dept  
of Early Care  
and Learning**  
BRIGHT FROM THE START

2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, GA 30334

(404) 656-5957

jurisdiction for fire, zoning, building, and health regulations and/or requirements that will apply to the facility. Begin securing the appropriate approvals, if needed, for the facility from these agencies. Note: Some jurisdictions require new owners to obtain updated certificates of occupancy or business licenses.

7. Complete the online application, upload all required documents, initial all disclosures in the application and submit it via the new owners DECAL Koala account.

**Please ensure all the following forms/ documents are fully complete and uploaded to process your application in a timely manner:**

\_\_\_ Change of Ownership Application – Completed and Submitted online

\_\_\_ Georgia's Pre-K Program Change Request - Completed and Submitted with online application. (If applicable, if former owner had lottery funded Pre-K class(es))

\_\_\_ Buyer/Seller Agreement – Must be Notarized

\_\_\_ Documentation/verification of Ownership Change (i.e. final lease/ purchase agreement/ bill of sale)

\_\_\_ Change of Ownership Statement of Understanding

\_\_\_ Corporation paperwork (If your ownership will be under a corporation or LLC, please submit your Certificate of Incorporation/Organization, Articles & By-laws. Please also ensure your corporation is currently Active and Compliant with Georgia's Secretary of State's office. Also, all information listed on the application regarding your corporation/LLC should match the information listed with Secretary of State. This can be verified at [www.sos.ga.gov/corporations](http://www.sos.ga.gov/corporations))

\_\_\_ Final fingerprint results letter for the facility's Director (Note: Live Scan fingerprinting process must be completed again if the director's existing fingerprint results are more than one year old.)