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STEPS FOR CHANGES OF OWNERSHIP

- 1.** Determine if the facility you are purchasing meets the definition of a Change of Ownership.
 - A new owner buys an existing child care business, building, or property that remains in continuous operation.
 - The current owner changes the ownership type (ex: Inc. to LLC.
 - The current owner creates a new corporation or LLC.
- 2.** Review the Memorandum Regarding Change of Ownership, 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.decal.ga.gov/ChildCareServices/ChangeofOwnership.aspx>
- 3.** Change of Ownership applicants must complete the Change of Ownership Orientation course and upload the certificate to the application. Registration through GaPDS is required. Course registration link -
<https://gapds.decal.ga.gov/Training/Sessions/91528>
- 4.** 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.
- 5.** 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.

6. 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.
7. Determine what other local and state agencies have jurisdiction for the facility and become familiar with their requirements. Examples are agencies that have jurisdiction for fire, zoning, 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.
8. Complete the online application, upload all required documents, initial all disclosures in the application, and submit it via the new owner's DECAL Koala account.
9. **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. (Only Applicable, if former owner had GA Pre-K class(es))
 - ____ Buyer/Seller Affidavit – Must be Notarized
 - ____ Documentation/verification of Ownership Change (i.e. 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 the Secretary of State. This can be verified at www.sos.ga.gov/corporations)
 - ____ CRC Acknowledgement
 - ____ Verification of Lawful Presence and a Verifiable ID (front and back).
 - ____ Staff Profile Sheet with a minimum of three staff listed.