**Section 411.70 Application for Renewal of License**

a) Application forms for license renewal shall be mailed to the secure child care facility by the Department six months prior to the expiration date of the license. The completed application shall be submitted to the Department 90 days prior to the expiration date of the license.

b) Upon receipt of a complete signed application for a license, the Department shall conduct a licensing study in order to determine that the secure child care facility meets licensing standards. The study shall include an on-site visit of the premises and a review of the records of the facility as the Department considers necessary in order to determine that the facility meets or continues to meet the licensing standards for a secure child care facility. 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 Department shall either:

1) Renew the license if the Department is satisfied that the facility continues to maintain the minimum licensing standards; or

2) Refuse to renew the license.

c) When a licensee has made timely and sufficient application for renewal of a license 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 until the final Department decision has been made.