What changes must I report to my licensor? You must immediately report to your licensor changes in the original licensing application. You must report:

(1) Changes in your location, including address or phone number;
(2) Changes in your program description or population served, including the maximum number, age ranges, and sex of children you wish to serve;
(3) Changes in the structure of your facility or premises from events causing damage, such as a fire, or from remodeling;
(4) Additional staff or volunteers who might have unsupervised contact with the children in care;
(5) Significant changes in the physical condition of you, your staff, or volunteers affecting the ability to provide care in your facility;
(6) Staff or volunteer arrests or convictions of which you are aware that occur between the date of your license and the expiration date of your license;
(7) Any staff changes including the executive director, program manager, or master's level consultants;
(8) Death, retirement, or incapacity of the person who holds the license;
(9) Changes in the name of your licensed corporation, or the name by which your facility is commonly known and/or your articles of incorporation and bylaws.