

Submitting a Subsequent Application for Child Care Centers

Section 1: To Begin

Visit the Indoor Environmental Health portal (<https://iehprogram.nj.gov/>) and navigate to top of the homepage.



Section 2: Application Permissions – User roles

There are two user roles to fill out Subsequent forms and Submit to the DOH.

1. Owner of Child Care Center - If you are an owner of Child Care Center, you will be able to create all types of Subsequent submission and Submit to DOH.
2. Operator of Child Care Center - If you are an operator of Child Care Center, you will be able to register yourself on Portal and get the permission to create and submit Subsequent submission from owner of your Child Care Center.

Section 3: Logging into and Accessing Your Child Care Centers

Below is an overview of the instructions for submitting subsequent submission and required attachments online:

1. Create an account for the portal at: <https://iehprogram.nj.gov/CreateNewAccount-instructions>.
2. Instructions related to creating an account can be found here: <https://iehprogram.nj.gov/CreateNewAccount-instructions>
3. Instructions related to signing in, can be found here: <https://iehprogram.nj.gov/signin-instructions>
4. Once you are logged in, please click on  to access your Child Care Centers.



5. When you click on “My Child Care Centers”, the portal will take you to the list of the Child Care Centers you own if you are an owner OR you operate if you are an operator.

Section 4: Helpful Navigation Information, Overview of Steps and Requirements to Submit a New Subsequent Application

1. Click on down arrow next to your Child Care Center for which you want to create subsequent submission then click on “Subsequent Submissions” button.

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Governor Phil Murphy • Lt. Governor Sheila Oliver
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Indoor Environmental Health

Home | Contact Us | IEH Search | My Child Care Centers | Manage Users | Jane Doe

Authenticated Users Initial Child Care Center Read

Home / IEH My Consultant Child Care Centers

Child Care Centers

Show 10 entries

Child Care Center Name	Street Address	City	County	DCF License No.	Case ID	CCC DOH No.	Consultant Company Name	Created On	Created By	Application Status	Issue Date	Expiration Date
X Jipsa Test LLC	25 south Stockton Street	Trenton	Mercer	55555A	IEH-01645-Q829T1	6746	ABS ENVIRONMENTAL SERVICES, LLC	7/10/2019		Approved		11/14/2021
Z Jipsa Test	240 West	Trenton	Mercer	201215	IEH-	6835	test	2/5/2020		Approved	2/5/2020	2/4/2023

Search:

Click this down arrow.

Click "Subsequent submissions".

Subsequent Submissions

2. If you are current owner for Child Care Center, you will see [New Subsequent Submission](#) button under “Subsequent Submissions” tab on right side of page.

Home / IEH Child Care Center Initial

Subsequent Submissions

Print

Click here to create New Subsequent Submission.

New Subsequent Submission

Show 10 entries

Tracking #	Child Care Center Name	Renewal Case ID	Submission Type	DCF license No.	Application Type	Created On	Created By	Modified By	Application Status	Issue Date	Expiration Date
CSS-6746-11061	X Jipsa Test LLC			55555A	Expansion in New Location	12/7/2020	Jane Doe	Jane Doe	Draft		
CSS-6746-11063	X Jipsa Test LLC			55555A	New Owner & Center Closed more than 1 year	12/14/2020	Jane Doe	Jane Doe	Draft		
CSS-6746-11064	X Jipsa Test LLC			55555A	Renewal	12/14/2020	Jane Doe	Jane Doe	Draft		

Search:

3. If you don't have this button click ctrl-F5 to refresh the screen. If you still don't have the link (or have other issues), click on “Contact Us” in the top navigation bar and send a message describing the problem.
4. **Beginning a Submission:** After you click on “New Subsequent Submission”, the system will take you to subsequent form.
 - a. When completing form, **please use proper case.**
5. **Renewal types:** Once you have completed and saved “Subsequent Submission” tab, the user will be taken to appropriate renewal type to complete and submit to DOH:
 1. Regular Renewal - need to submit every three year to renew Safe Building Interior Certificate
 2. Expansion in Same Location – need to submit if you need to add more rooms to your Child Care Center
 3. New Owner – need to submit by new owner of the Child Care Center
 4. Expansion in New Location – need to submit if you need to add different address location to your Child Care Center
 5. New Owner Closed more than 1 Year - need to submit by new owner of Child Care Center closed more than 1

year

6. **Create Subsequent Submission:** Please fill out "Subsequent Submission" tab to decide type of submission. This tab is filled by Child Care Center owner OR operator.

For Subsequent Submission, owner or operator can start filling out the “Subsequent Submission” tab and save the form.

- a. For Regular Renewal, Expansion in same Location & New Owner subsequent types, Child Care Center owner or operator can create and submit application.
 - b. For Expansion in New Location and New Owner closed more than 1-year subsequent types, Owner must hire consultant to conduct IEHA. Owner or operator can fill out the “Subsequent Submission” tab and select hired consulting firm name and save the form. Then that consulting firm can finish IEHA and submit the form to Department of Health for SBIC.
 - c. Once you fill out “Subsequent Submission” tab and choose consulting firm as an owner for subsequent types which need IEHA, after saving the form, you **will not be able to make changes**. So please decide the consulting firm and then create the subsequent submission.
 - d. You must complete all required fields (marked with an *****) on a form to save it.
7. **Attachments:** Subsequent form allow you to attach documents related to form. You must first, complete and save the form, then you will be able to attach any related documents. You can find directions on how to attach documents below. Form-specific instructions can be found under the directions for each form.
 8. **Error Messages:** After clicking a form’s “Save” button, you may receive an error message (will appear at the top of the form). You must first correct all errors before you can proceed. Most error messages are linked to the section they refer to. Therefore, you can click on the error message to go to the section referred to in the message.
 9. **Required Items:** In order to submit the Subsequent application to the Department of Health (DOH) for review, the following must be complete and attached as per type of Subsequent submission:

Regular Renewal, Expansion in same Location & New Owner subsequent types (Created and submitted by owner or Operator):

- Subsequent Application
- Payment - E-payment confirmation
- Payment - Copy of check/money order

- Radon Report no more than 5-Year-old
- For buildings built prior to 1978, a lead inspection report is required. If lead was found, a lead risk assessment is also required
- Water Test Results
- Indoor Air (TO15) Test Results
- Formaldehyde Results
- Payment of \$450 (If additional environmental testing is required, you will be required to submit laboratory test results and an additional fee of \$1,050 will be assessed. This additional fee is for the NJDOH review and evaluation to ensure your facility meets State regulatory requirements.)

Expansion in New Location and New Owner closed more than 1-year subsequent types (Created by owner and completed and submitted by Consultant)

- Subsequent Form, Forms B-H
- Response Action Outcome (RAO) Letter signed and dated
- Preliminary Assessment (PA)
- Radon report no more than 5 years old
- For buildings built prior to 1978, a lead inspection report is required. If lead was found, a lead risk assessment is also required
- For buildings built prior to 1973, an asbestos inspection report is required.
- Payment of \$1500
- Various attachments of required information (see individual form instructions in initial application submission manual)

10. **Finalized Submission:** Once the Subsequent application is submitted to the DOH, you cannot make any further changes to the application. All forms will be viewable but not editable. Please check all the forms and attachments before you click on the  button.

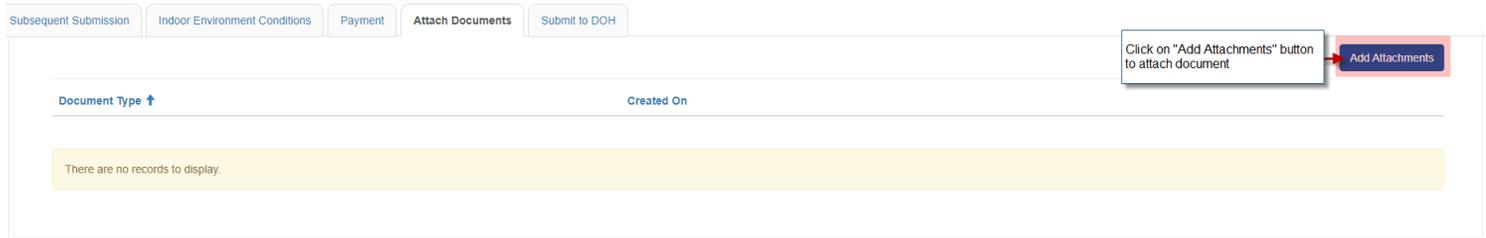
Section 5: Attachments

1. Attachments can be no larger than 50mb. The DOH recommends that users limit the size to 45mb to avoid any unforeseen problems. Directions for splitting large .pdf documents using Adobe Pro are included in Appendix A of this manual.
2. Before the user can add attachments, the form must first be saved.
3. General attachment directions:
 - a. Click “Add Attachments” button
 - b. Click the down arrow to select the type of attachment
 - c. Click “Save”
 - d. Click “Choose Files”
 - e. Select all document for the category selected in b above.
 - f. When done with the selection, click “Open” (in Windows 10)
 - g. Click “Add Files”
 - h. Click “Save & Close”
 - i. Follow the directions in a-h above to add other attachment
4. For additional form-specific information regarding attachments, please refer to specific directions for each form below.

Screenshots on how to do attachments (this is Regular Renewal, but the process is the same for all subsequent form types): After saving “Subsequent Submission”, “Indoor Environmental Conditions” & “Payment” tabs on the form, Please attach the required documents for Subsequent submission under “Attach Documents” tab.

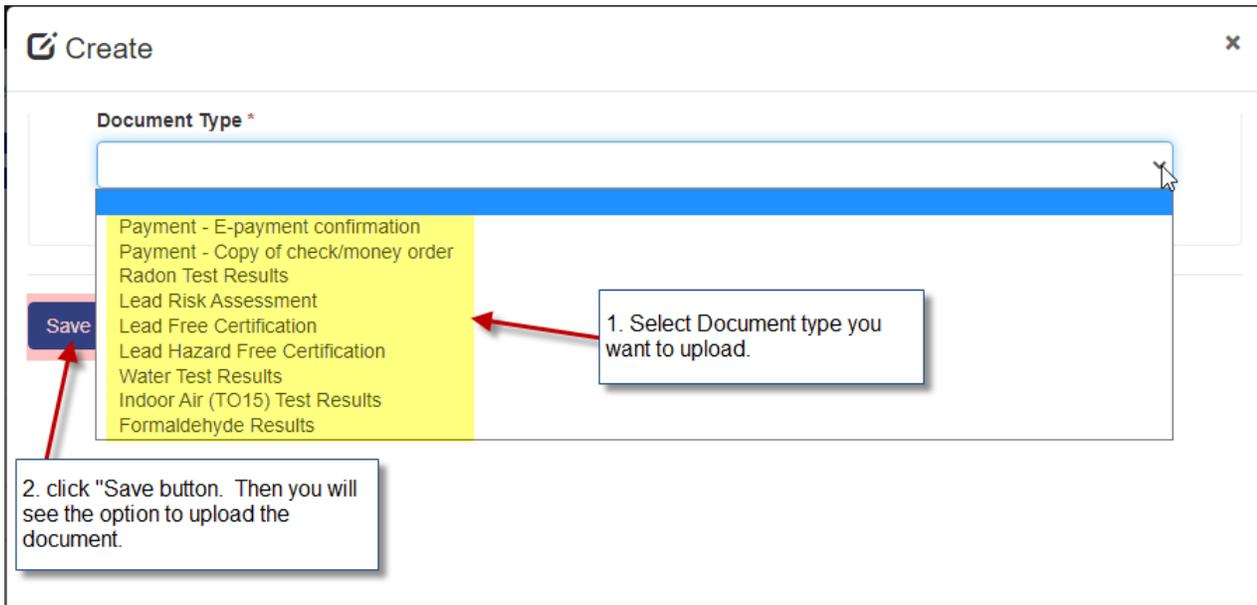


When “Attach Documents” tab is clicked, the following will appear:



To add attachments:

1. Click “Add Attachments” button (see above)
2. Click the down arrow and select the type of attachment



3. Click “Save”
4. Click “Choose Files” (see below)
5. Select all documents for that document type. When done with selection, click “Open” (in Windows 10) and then “Add Files”

6. Click "Save & Close"

Document Type *

Radon Test Results

+ Add files New folder

Name ↑	Modified
Radon.pdf (247 KB)	2/8/2021 10:53 AM

Uploaded document for "Radon Test Results" document type.

Save & Close Please click "Save & Close".

7. Follow the above directions to add other categories of attachments to subsequent Form.

After uploading attachments, the attachment list will look something like this:

Subsequent Submission Indoor Environment Conditions Payment Attach Documents Submit to DOH

Add Attachments

Document Type ↑	Created On
Lead Free Certification	2/8/2021 11:00 AM
Payment - Copy of check/money order	2/8/2021 11:00 AM
Radon Test Results	2/8/2021 10:49 AM

Example of how the attachments will appear.

Section 6: Form-Specific Directions

General Instructions:

- As an owner of the Child Care Center, you will have permission to create and submit the renewal form for SBIC renewal every three years. You can submit renewal 6 month prior to SBIC expiration date.
- If you want your Child Care Center operator to create and submit the renewal form, then as an owner, you must assign permission to create and submit the renewal application through “Manage User” section to Child Care center operator. Please follow instructions for “Manage User”.
- If you are missing year Child Care Center building built in your initial Child Care Center submission, please fill out contact us form and mention your Child Care Center address. Department of Health staff will contact you after fixing the Year Built in the system and you will be able to submit your renewal application.
- All the Subsequent types(Regular renewal, Expansion in Same Location, New Owner, Expansion in New Location & New Owner Closed more than 1 year) must started by Child Care Center Owner or Operator.
- For Expansion in New Location & New Owner Closed more than 1-year subsequent types, owner or operator must start filling out the application & select the hired consulting firm and save the form. Then selected Consulting Firm can take over to finish IEHA and submit the application to DOH. **Once you have started filling out the form & selected the Consulting Firm and save the form as an owner, you will not be able to select another firm. Owner must decide the Consulting Firm to finish the IEHA before filling out the application.**

1. How to fill out and Submit Regular Renewal:

Subsequent Submission tab

The screenshot shows the top navigation bar of the NJ Health website, including the state seal and the text 'OFFICIAL SITE OF THE STATE OF NEW JERSEY'. It also features the names of Governor Phil Murphy and Lt. Governor Sheila Oliver, along with links for 'NJ.gov', 'Services', 'Agencies', and 'FAQs'. The main header is 'Indoor Environmental Health' with the NJ Health logo and tagline 'Improving Health Through Leadership and Innovation'. A dark blue navigation bar contains links for 'Home', 'Contact Us', 'IEH Search', 'My Child Care Centers', 'Manage Users', and a user profile for 'Jane Doe'. Below this is a breadcrumb trail: 'Home / IEH Child Care Center Initial'. The main content area shows a 'Subsequent Submissions' tab with a 'Print' button. A callout box with a red arrow points to a 'New Subsequent Submission' button, with the text 'Click here to create New Subsequent Submission.' Below the button is a search input field.

Please click on button, the system will take you to subsequent form with Subsequent Submission tab

Please answer the question on “Subsequent Submissions” tab to decide type of submission.

If you are not a new owner, then choose the selection for type of submission as “Renewal”.

Fill out all required fields with *(red Asterisk) and click “Save & Continue” button to continue with renewal application.

Child Care Center Legal Name *	Address	Application Status	Case ID
X Jipsa Test LLC	25 south Stockton Street, Trenton, N	Approved	IEH-01645-Q8Z9T1

Close

Subsequent Submission

Owner Change Information

Has the owner/sponsor changed since last certification? *

No Yes

Submission Type

Please select a submission type *

Renewal

DCF License Number Information

DCF License Number *

55555A

Has your DCF No. changed after previous submission? *

No Yes

Child Care Center Name Change

Has the center's name changed since last certification? *

No Yes

Click on this button to continue with renewal application.

Save & Continue

Close

Indoor Environment Conditions tab

After saving the "Subsequent Submission" tab, click on & fill out "Indoor Environment Conditions" tab.

Year of Initial Building Construction

1971

At the time of your renewal, is your center co-located (next door or within the same building structure) with Dry Cleaner or Nail/Hair Salon operations?

Co-Located *

No Yes

Additional fee may be required by the NJDOH to Address Onsite or Proximal Hazards

The NJDOH will review current and historical environmental information related to your center and the immediate surrounding area. Based on the findings of that review, the NJDOH may require additional environmental sampling or evaluation to be performed to address any conditions which could adversely impact the facility's interior and pose a risk to building occupants. Once sampling has been completed, you will be required to submit laboratory test results. Also, in addition to the regular \$450 renewal fee, a supplemental fee of \$1,050 may also be required. This extra fee is for additional NJDOH reviews required to ensure your facility meets the requirements specified in N.J.A.C. 8:50 when possible environmental hazards are identified.

I have read the above and understand that if testing is required, the NJDOH may assess an additional fee of \$1,050.

Yes *

Have there been changes to this location (ie. renovations, remodeling, etc.) since last certification?

Changes to this location *

No

You must include the following:

End Date of Last Radon Test (no more than 5 years old) *

10/2/2019

Name of electronic radon report *

radon.pdf

Your building was built before 1978, you MUST include the following:

Lead Report *

Lead-free certificate

Indicate name of electronic report *

lead.pdf

Save

Close

Payment tab

Then click on & fill out “Payment” tab. There are four types of Payment types: Bank Check, E-Payment, Interdepartmental Transfer & Money Order. Interdepartmental Transfer is for other State agencies.

Child Care Center Legal Name *	Address	Application Status	Case ID
X Jipsa Test LLC	25 south Stockton Street, Trenton, N	Approved	IEH-01645-Q8Z9T1

Close

Subsequent Submission Indoor Environment Conditions **Payment** Attach Documents Submit to DOH

Check type of payment and then complete items. Note: Payment via check or money order will delay the review process.

Please select a payment type *

E-Payment Please select Payment type. Interdepartmental Transfer is for other State agencies.

Payment Amount: \$ 450.00 A \$450 payment must be included in order for renewing your SBIC. Additional fee may be required by NJDOH to Address Onsite or Proximal Hazards.

Payment Date: 3/3/2021

Payment Reference Number: 45454

E-Payment **Save** Close Once the user has completed all required information, the form must be Saved and payment confirmation and required attachments must be attached.

You can make payment by clicking “E-payment” button. Once you click the “E-payment” button, just follow instructions to make payment and once you submit your payment, Payment date and reference number will show up under “Payment” tab.

Attach Documents tab

When “Attach Documents” tab is clicked, the following will appear:

Subsequent Submission Indoor Environment Conditions Payment **Attach Documents** Submit to DOH

Click on "Add Attachments" button to attach document **Add Attachments**

Document Type ↑ Created On

There are no records to display.

add attachments:

1. Click “Add Attachments” button (see above)
2. Click the down arrow and select the type of attachment

Create x

Document Type *

Payment - E-payment confirmation
 Payment - Copy of check/money order
 Radon Test Results
 Lead Risk Assessment
 Lead Free Certification
 Lead Hazard Free Certification
 Water Test Results
 Indoor Air (TO15) Test Results
 Formaldehyde Results

Save 1. Select Document type you want to upload.

2. click "Save button. Then you will see the option to upload the document.

3. Click "Save"
4. Click "Choose Files" (see below)
5. Select all documents for that document type. When done with selection, click "Open" (in Windows 10) and then "Add Files"
6. Click "Save & Close"

Document Type *

Radon Test Results

Add files New folder

Name ↑	Modified
Radon.pdf (247 KB)	2/8/2021 10:53 AM

Save & Close

Uploaded document for "Radon Test Results" document type.

Please click "Save & Close".

7. Follow the above directions to add other categories of attachments to subsequent Form.

After uploading attachments, the attachment list will look something like this:

Subsequent Submission Indoor Environment Conditions Payment Attach Documents Submit to DOH

Add Attachments

Document Type ↑	Created On
Lead Free Certification	2/8/2021 11:00 AM
Payment - Copy of check/money order	2/8/2021 11:00 AM
Radon Test Results	2/8/2021 10:49 AM

Example of how the attachments will appear.

Submit to DOH tab

When "Submit to DOH" tab is clicked, the following will appear:

Child Care Center Legal Name * Address Applicat

X Jipsa Test LLC 25 south Stockton Street, Trenton, NJ 08625 Approve

Close

Subsequent Submission Indoor Environment Conditions Payment Attach Documents Submit to DOH

Are you ready to submit the application for DOH review?

No

Please choose "Yes" when you are ready to submit your application to DOH.

E-Payment Save Close

Please agree for Certification Compliance.

Child Care Center Legal Name *	Address	Application Status	Case ID
X Jipsa Test LLC	25 south Stockton Street, Trenton, I	Approved	IEH-01645-Q8Z9T1

Close

Subsequent Submission Indoor Environment Conditions Payment Attach Documents **Submit to DOH**

Are you ready to submit the application for DOH review?

Yes

* As an authorized representative of the above-named Child Care Center located at the legal physical address indicated above, I hereby certify under penalty of law, that this document and all information provided therein for this submission is true, accurate, and complete to the best of my knowledge. By signing this form, I certify to the statements contained in this submission. I also agree to comply with any requests for associated environmental information relating to this Child Care Center.

I agree with Certification Compliance

I agree *

Please check the checkbox for Certification Compliance.

E-Payment Save Close

After selecting checkbox for "I agree" you will be able to enter your name and title to sign the application. Then please save the form. Form must be saved before submitted after adding Name and title.

Indoor Environmental Health

Home | **Contact Us** | IEH Search | My Child Care Centers | Manage Users | Jane Doe

Home / IEH Child Care Center... / IEH Child

Please contact DOH by submitting your question through "Contact Us" if you have any inquiry about your submission

Child Care Center Legal Name *	Address	Application Status	Case ID
X Jipsa Test LLC	25 south Stockton Street, Trenton, NJ 081	Approved	IEH-01645-Q8Z9T1

Close

Subsequent Submission Indoor Environment Conditions Payment Attach Documents **Submit to DOH**

Are you ready to submit the application for DOH review?

Yes

* As an authorized representative of the above-named Child Care Center located at the legal physical address indicated above, I hereby certify under penalty of law, that this document and all information provided therein for this submission is true, accurate, and complete to the best of my knowledge. By signing this form, I certify to the statements contained in this submission. I also agree to comply with any requests for associated environmental information relating to this Child Care Center.

I agree with Certification Compliance

I agree *

Name of authorized representative submitting the renewal form (SBIC) *

Jane Doe

Title *

Owner

Submission Date

3/9/2021

After selecting checkbox to agree Certification Compliance, please enter your name and title

Then date will be populated by system as today's date.

Submit Application to DOH E-Payment **Save** Close

Then click "Save" to save.

After Saving the form, please click **Submit Application to DOH** to submit your application for SBIC renewal. You will receive the email notification that DOH received your application. Please contact DOH by submitting your question through "Contact Us" in top navigation.

2. How to fill out and Submit Expansion in Same Location application:

Subsequent Submission tab

OFFICIAL SITE OF THE STATE OF NEW JERSEY Governor Phil Murphy • Lt. Governor Sheila Oliver
NJ.gov | Services | Agencies | FAQs

Indoor Environmental Health

Home | Contact Us | IEH Search | My Child Care Centers | Manage Users | Jane Doe

Home / IEH Child Care Center Initial

Subsequent Submissions Print

Show 10 entries

Child

Click here to create New Subsequent Submission.

New Subsequent Submission

Search:

Please click on “New Subsequent Submission” button, the system will take you to subsequent form with Subsequent Submission tab. Please answer the question on “Subsequent Submissions” tab to decide type of submission.

If you are not a new owner, then choose the selection for type of submission as “Expansion” and select “Same Location” for location selection.

Fill out all required fields with *(red Asterisk) and click “Save & Continue” button to continue with Expansion in Same Location application.

Child Care Center Legal Name *	Address	Application Status	Case ID
X Jipsa Test LLC	25 south Stockton Street, Tre	Approved	IEH-01645-Q8Z9T1

Close

Subsequent Submission

Owner Change Information

Has the owner/sponsor changed since last certification? *

No Yes

Submission Type

Please select a submission type *

Expansion

Is the expansion in same location or new location? *

Same location

DCF License Number Information

DCF License Number *

55555A

Has your DCF No. changed after previous submission? *

No Yes

Child Care Center Name Change

Has the center's name changed since last certification? *

No Yes

Please fill out all required fields with * and Click "Save & Continue" to continue with Expansion in Same Location Application.

Save & Continue Close

Indoor Environment Conditions tab

After saving the “Subsequent Submission” tab, click on “Indoor Environment Conditions” tab. Please fill out the information for Indoor Environmental tab and save the form by clicking “Save” button.

Child Care Center Legal Name *	Address	Application Status	Case ID
X Jipsa Test LLC	25 south Stockton Street, Trenton, N	Approved	IEH-01645-Q8Z9T1

Close
Subsequent Submission
Indoor Environment Conditions
Attach Documents
Submit to DOH

Year of Initial Building Construction

At the time of your renewal, is your center co-located (next door or within the same building structure) with Dry Cleaner or Nail/Hair Salon operations?

Co-Located *
 No Yes

Dry Cleaner * Nail/Hair Salon

Have there been changes to this location (ie. renovations, remodeling, etc.) since last certification?

Changes to this location *

You must include the following: Radon report has to be no more than 5 years old.

End Date of Last Radon Test (no more than 5 years old) *

Name of electronic radon report *

Your building was built before 1978, you MUST include the following:

Lead Report *

Indicate name of electronic report *

Save
Close

Attach Documents tab

Then attach supporting Documents under “Attach Documents” tab. e.g. Radon Report, Lead report etc.

Please click on “Attach Documents” button.

Close
Subsequent Submission
Indoor Environment Conditions
Attach Documents
Submit to DOH

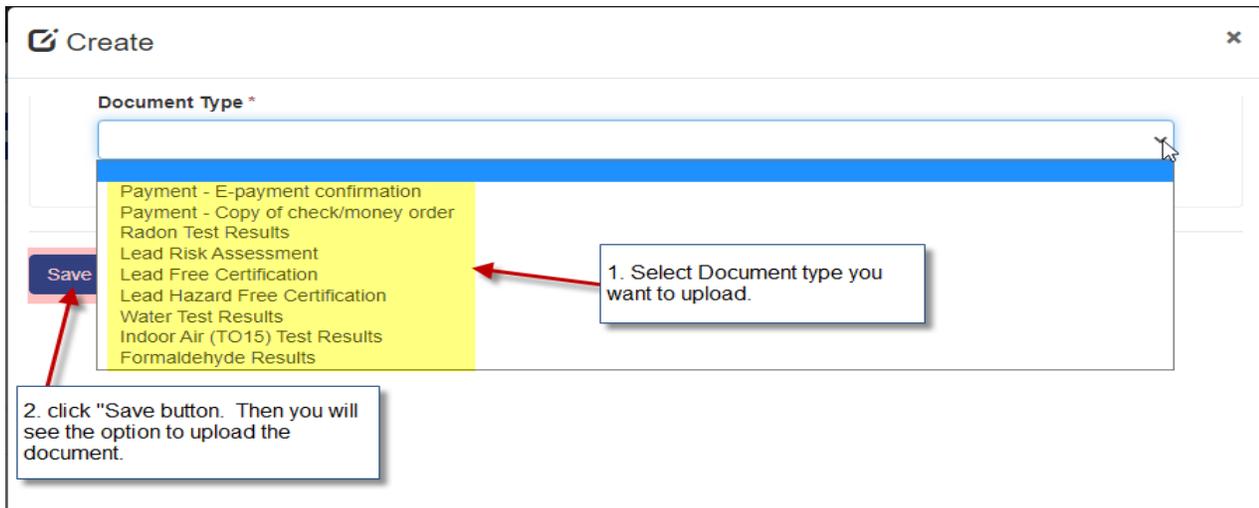
Add Attachments

Document Type ↑	Created On
There are no records to display.	

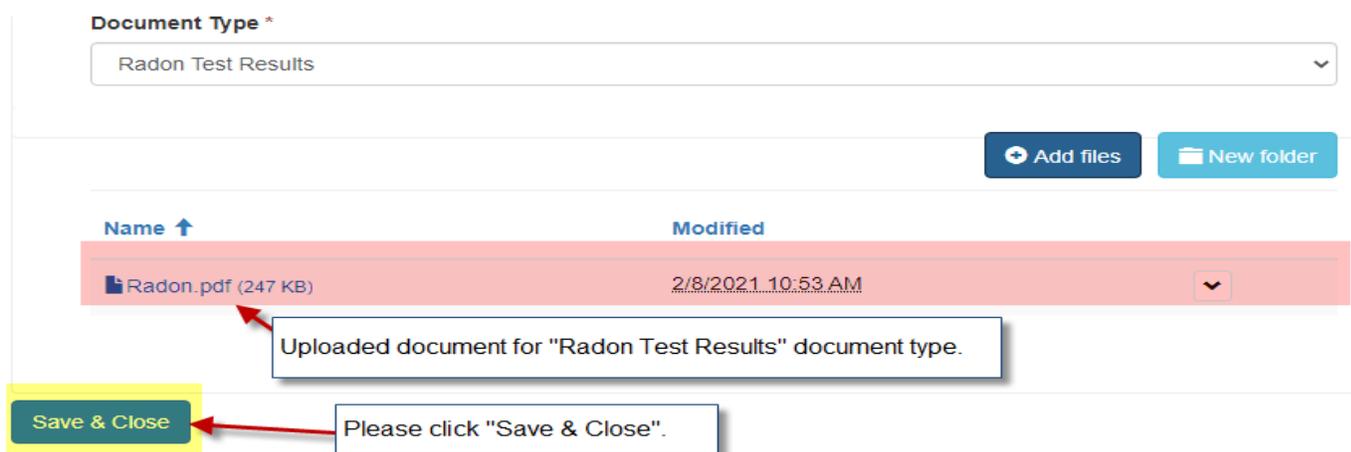
When “Attach Documents” tab is clicked, the following will appear:

To add attachments:

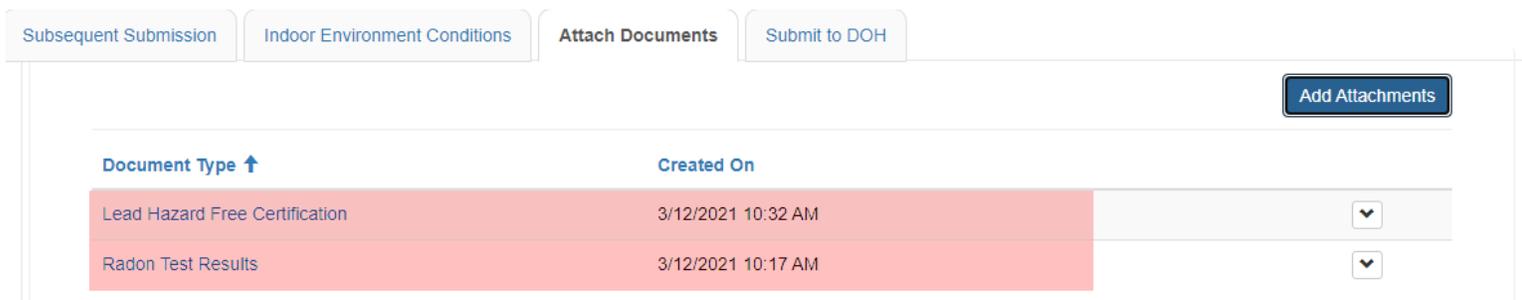
1. Click “Add Attachments” button (see above)
2. Click the down arrow and select the type of attachment



3. Click “Save”
4. Click “Choose Files” (see below)
5. Select all documents for that document type. When done with selection, click “Open” (in Windows 10) and then “Add Files”
6. Click “Save & Close”



7. Follow the above directions to add other categories of attachments to subsequent Form. After uploading attachments, the attachment list will look something like this:



Submit to DOH tab

When "Submit to DOH" tab is clicked, the following will appear:

Subsequent Submission Indoor Environment Conditions Attach Documents **Submit to DOH**

Are you ready to submit the application for DOH review?

No Please select "Yes" when you are ready to submit the application to DOH.

Please agree for Certification Compliance.

Child Care Center Legal Name *	Address	Application Status	Case ID
X Jipsa Test LLC	25 south Stockton Street, Trenton, I	Approved	IEH-01645-Q8Z9T1

Close

Subsequent Submission Indoor Environment Conditions Attach Documents **Submit to DOH**

Are you ready to submit the application for DOH review?

Yes

* As an authorized representative of the above-named Child Care Center located at the legal physical address indicated above, I hereby certify under penalty of law, that this document and all information provided therein for this submission is true, accurate, and complete to the best of my knowledge. By signing this form, I certify to the statements contained in this submission. I also agree to comply with any requests for associated environmental information relating to this Child Care Center.

I agree with Certification Compliance

I agree * Please check the checkbox to agree with Certification Compliance.

Save Close

After selecting checkbox for "I agree" you will be able to enter your name and title to sign the application. Then please save the form. Form must be saved before submitted after adding Name and title.

Home Contact Us IEH Search My Child Care Centers Manage Users Jane Doe

Home / IEH Child Care Center / IEH Child Care Center Renewal

Child Care Center Legal Name: X Jipsa Test LLC Address: 25 south Stockton Street, Trenton, I Application Status: Approved Case ID: IEH-01645-Q8Z9T1

Close

Subsequent Submission Indoor Environment Conditions Attach Documents **Submit to DOH**

Are you ready to submit the application for DOH review?

Yes

* As an authorized representative of the above-named Child Care Center located at the legal physical address indicated above, I hereby certify under penalty of law, that this document and all information provided therein for this submission is true, accurate, and complete to the best of my knowledge. By signing this form, I certify to the statements contained in this submission. I also agree to comply with any requests for associated environmental information relating to this Child Care Center.

I agree with Certification Compliance

I agree *

Name of authorized representative submitting the renewal form (SBIC) *

Title *

Submission Date

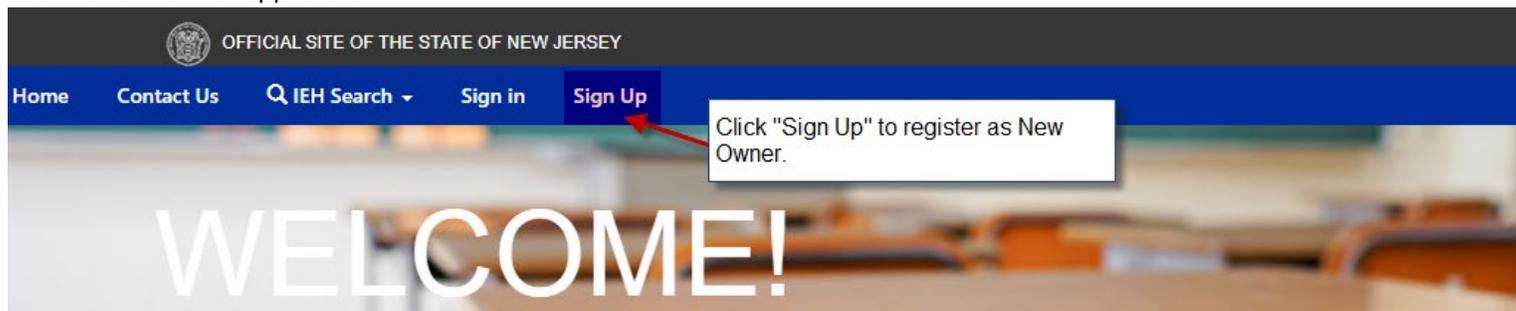
After selecting checkbox for to agree Certification Compliance, please enter name and title. Date will prepopulate as today's date.

Submit Application to DOH Save Click "Save" to save the application.

After Saving the form, please click [Submit Application to DOH](#) to submit your application for SBIC renewal. You will receive the email notification that DOH received your application. Please contact DOH by submitting your question through “Contact Us” in top navigation.

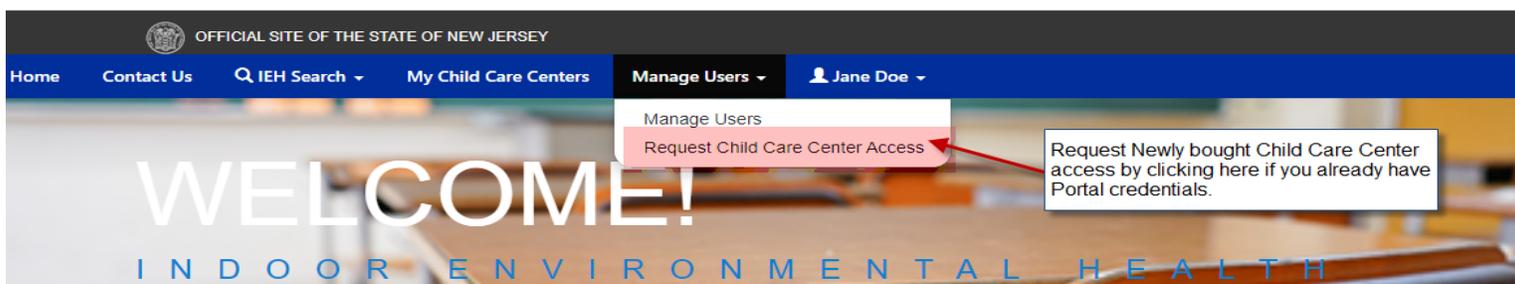
3. How to fill out and Submit New Owner application:

Please register yourself on <https://iehprogram.nj.gov/> by clicking “Sign up” navigation at top, to get access to IEH portal to submit New owner application.



If the Child Care Center still open when you purchase it as New Owner, the submission should be New Owner and should be submitted to DOH when you purchase the facility.

As a New owner, if you already have IEH Portal access, please request the access to the Newly bought Child Care Center through “Manage User” and then “Request Child Care Center Access” after you log on to the IEH Portal as an Owner.

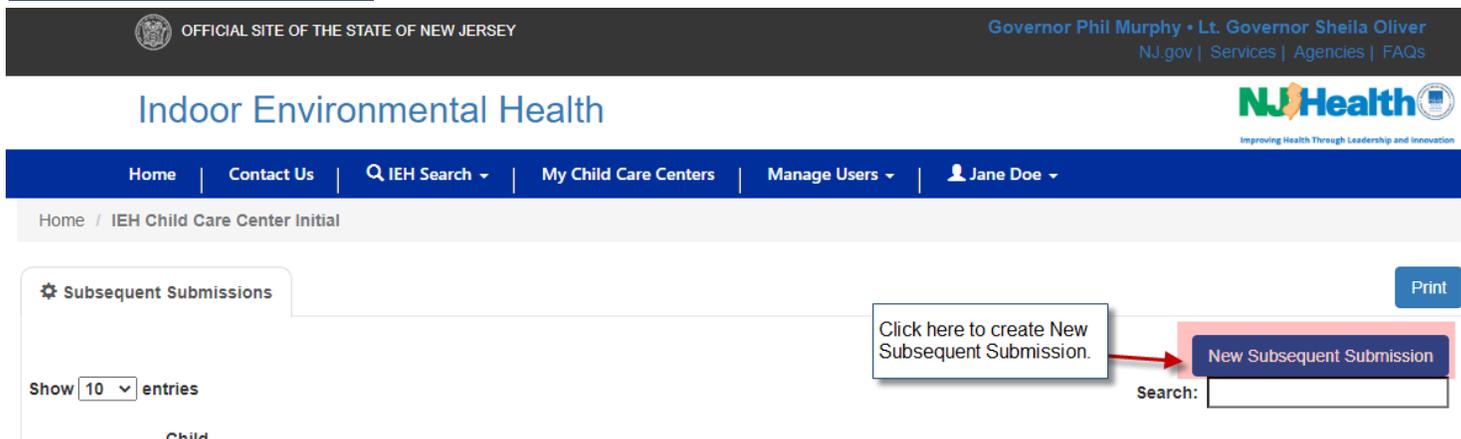


Once you click “Request Child Care Center Access” you will be able to search and select your Newly bought Child Care Center and click “Submit”. Once DOH receive your request and set up your New Owner rights, you will be able to create the “New Owner application.”

If the Child Care Center is still open when you purchase or not closed more than 1-year, then it becomes New Owner Submission.

Please click on “New Subsequent Submission” button, the system will take you to subsequent form with Subsequent Submission tab. Please answer the question on “Subsequent Submissions” tab to decide type of submission.

Subsequent Submission tab



If you are a new owner, then answer the question about owner changed to “Yes”. Then “Submission Type” will be New Owner.

Fill out all required fields with *(red Asterisk) and click “Save & Continue” button to continue with Expansion in Same Location application.

Subsequent Submission

Owner Change Information

Has the owner/sponsor changed since last certification? *

No Yes

Date you took over center *

Was former center still open? *

No Yes

If the child care center is still open when you take over or it was not closed more than 1 year, then the submission becomes New Owner submission.

Submission Type

Please select a submission type *

DCF License Number Information

DCF License Number *

Has your DCF No. changed after previous submission? *

No Yes

Child Care Center Name Change

Has the center's name changed since last certification? *

No Yes

New Owner Contact Information

Salutation	First Name *	Middle Initial	Last Name *
<input type="text"/>	<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Doe"/>
Daytime Telephone	Extension	Email Address *	
<input type="text"/>	<input type="text"/>	<input type="text" value="johndoe@xyz.com"/>	

Operator Information

Is the Operator the same as the above contact? *

No Yes

Save & Continue

Close

Please fill out all required fields with * and click "Save & Continue" to continue with New owner application.

Indoor Environment Conditions tab

After saving the “Subsequent Submission” tab, click on “Indoor Environment Conditions” tab. Please fill out the information for Indoor Environmental tab.

Child Care Center Legal Name *	Address	Application Status	Case ID
Z Test Dev3 LLC	555 Trenton Road, Trenton, NJ 08825	Approved	IEH-01855-S8K1J1

Close

Subsequent Submission | **Indoor Environment Conditions** | Payment | Attach Documents | Submit to DOH

Year of Initial Building Construction

At the time of your renewal, is your center co-located (next door or within the same building structure) with Dry Cleaner or Nail/Hair Salon operations?

Co-Located *
 No Yes

Have there been changes to this location (ie. renovations, remodeling, etc.) since last certification?

Changes to this location *

You must include the following:

End Date of Last Radon Test (no more than 5 years old) * <input type="text" value="3/1/2021"/>	Name of electronic radon report * <input type="text" value="radon.pdf"/>
--	--

Save **Close**

Radon test result is required for all renewal submission and has to be no more than 5 year old.

Payment tab

Then click on & fill out "Payment" tab. There are four types of Payment types: Bank Check, E-Payment, Interdepartmental Transfer & Money Order. Interdepartmental Transfer is for other State agencies.

Subsequent Submission | Indoor Environment Conditions | **Payment** | Attach Documents | Submit to DOH

Check type of payment and then complete items. Note: Payment via check or money order will delay the review process.

Please select a payment type *

Payment Amount **Payment Date** **Payment Reference Number**

E-Payment **Save** **Close**

Please select Payment type. Interdepartmental Transfer is only for other state agencies.

\$1500 payment must be included in order to review your New Owner Application for SBIC.

Please save the form.

Please click "E-payment" button to make e-payment with credit card or electronic check.

You can make payment by clicking "E-payment" button. Once you click the "E-payment" button, just follow instructions to make payment using credit card OR electronic check. Once you submit your payment, Payment date and reference number will show up under "Payment" tab.

Attach Documents tab

When “Attach Documents” tab is clicked, the following will appear:

add attachments:

1. Click “Add Attachments” button (see above)
2. Click the down arrow and select the type of attachment

3. Click “Save”
4. Click “Choose Files” (see below)
5. Select all documents for that document type. When done with selection, click “Open” (in Windows 10) and then “Add Files”
6. Click “Save & Close”

7. Follow the above directions to add other categories of attachments to subsequent Form. After uploading attachments

Document Type	Created On
Lead Free Certification	2/8/2021 11:00 AM
Payment - Copy of check/money order	2/8/2021 11:00 AM
Radon Test Results	2/8/2021 10:49 AM

Submit to DOH tab

When “Submit to DOH” tab is clicked, the following will appear:

Please agree for Certification Compliance.

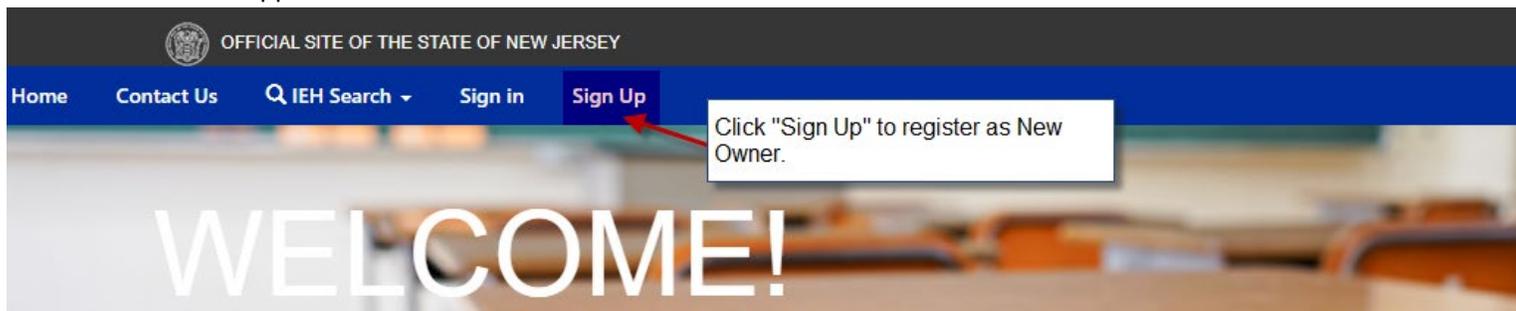
Child Care Center Legal Name *	Address	Application Status	Case ID
X Jipsa Test LLC	25 south Stockton Street, Trenton, I	Approved	IEH-01645-Q8Z9T1

After selecting checkbox for “I agree” you will be able to enter your name and title to sign the application. Then please save the form. Form must be saved before submitted after adding Name and title.

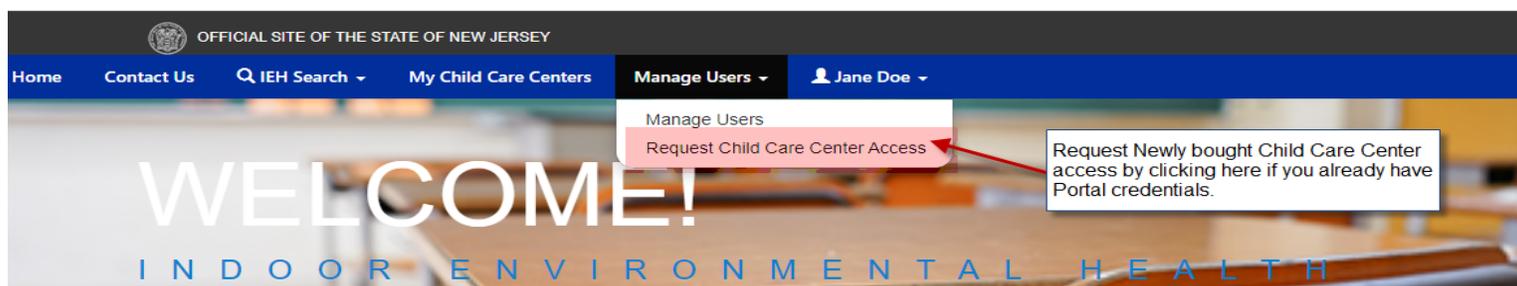
After Saving the form, please click **Submit Application to DOH** to submit your application for SBIC renewal. You will receive the email notification that DOH received your application. Please contact DOH by submitting your question through “Contact Us” in top navigation.

4. How to fill out and Submit New Owner closed more than 1-year application:

Please register yourself on <https://iehprogram.nj.gov/> by clicking “Sign up” navigation at top, to get access to IEH portal to submit New owner application.



As a New owner, if you already have IEH Portal access, please request the access to the Newly bought Child Care Center through “Manage User” and then “Request Child Care Center Access” after you log on to the IEH Portal as an Owner.



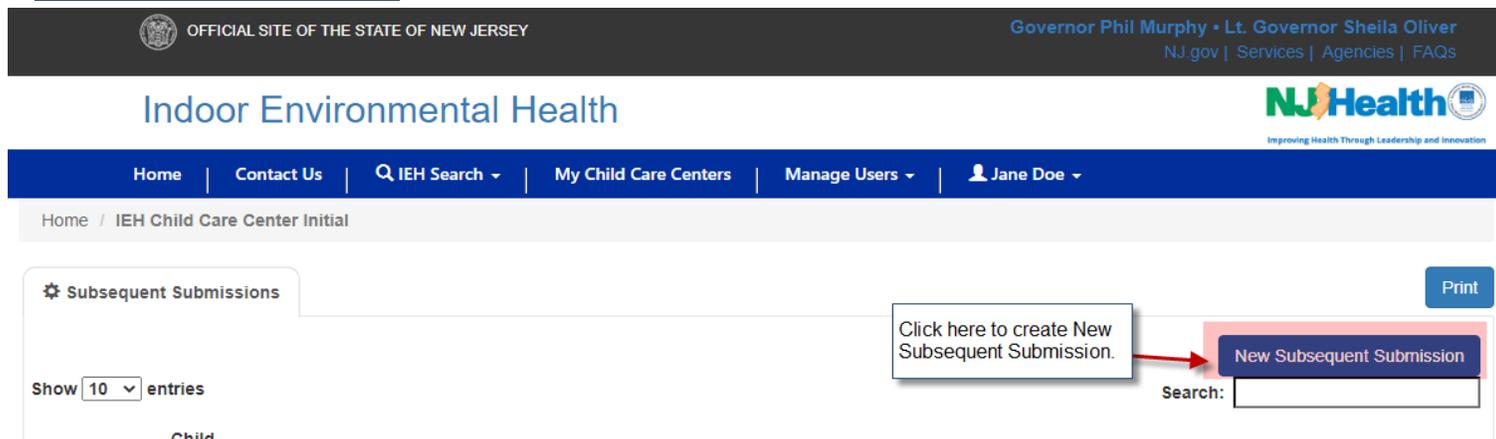
Once you click “Request Child Care Center Access” you will be able to search and select your Newly bought Child Care Center and click “Submit”. Once DOH receive your request and set up your New Owner rights, you will be able to create the “New Owner application.

If the Child Care Center was closed more than 1-year when you purchase it as New Owner, the submission should be “New Owner closed more than 1-year”. You will need IEHA for this submission. Please hire the consulting firm to conduct IEHA before creating this application. You will have to enter hired consultant name on this application.

As a New Owner, you must create and submit New Owner application to DOH. After your New Owner application is approved, as an owner, you will be able to assign create subsequent submission rights to your staff or operator of the Child Care Center. Please follow **Manage user instructions(link)** for this.

Please click on “New Subsequent Submission” button, the system will take you to subsequent form with Subsequent Submission tab. Please answer the question on “Subsequent Submissions” tab to decide type of submission.

Subsequent Submission tab



If you are a new owner, then answer the question about owner changed to “Yes”. Then “Submission Type” will be New Owner.

Please select “Date you took over the center” and “Was the former center still open” fields. If the former center was closed, then please enter the Date former center was closed. If you don’t know when the former center was closed, please contact your DCF inspector to find out the Date former center was closed.

If the former center was closed more than one year, then the submission becomes “New Owner Closed more than 1-year”. Please hire consulting firm to conduct IEHA for this submission and then please start filling out subsequent submission as an owner. Please fill out “Subsequent Submission” tab as an owner and save.

Subsequent Submission

Owner Change Information

Has the owner/sponsor changed since last certification? *
 No Yes

Date you took over center *

Was former center still open? *
 No Yes

Do you know date it closed? *
 No Yes

Date the former center was closed *

Submission Type

Please select a submission type *

DCF License Number Information

DCF License Number *
 Pending Lic. No.

Has your DCF No. changed after previous submission? *
 No Yes

New DCF License No. *

Child Care Center Name Change

Has the center's name changed since last certification? *
 No Yes

New Owner Contact Information

Salutation
 First Name *
 Middle Initial
 Last Name *
 Daytime Telephone
 Extension
 Email Address *

Operator Information

Is the Operator the same as the above contact? *
 No Yes

Consulting Firm

Consulting Firm Name *

Consulting Firm License Number

Buttons: Save & Continue, Close

Annotations:

- Time difference between Date closed the Center and Date you took over the center is more than 1-year.
- Please select the hired consulting firm to conduct IEHA for this location. Once you select the consulting firm and click "Save & Continue", you will not be able to change the consulting firm. After saving this, the submission will appear under that consulting firm login to continue.
- Please click "Save & Continue".

Once you select the consulting firm and click "Save & Continue", you will not be able to change the consulting firm. After saving this, the submission will appear under that consulting firm login to continue. Owner user cannot finish this submission. Selected Consulting firm will fill out and submit this application for SBIC.

The screenshot shows a web application interface with a navigation bar containing six tabs: "Subsequent Submission" (highlighted in pink), "Forms B to H" (yellow), "Additional Information" (yellow), "Payment" (yellow), "Attach Documents" (yellow), and "Submit to DOH" (yellow). Below the tabs, the form displays fields for "Subsequent Submission Tracking #", "Application Status" (Draft), and "Application Type" (more than 1 year). A callout box points to the "Subsequent Submission" tab with the text: "This tab is filled out by owner/operator of the child care". Another callout box points to the "Submit to DOH" tab with the text: "All these tabs need to be filled out by consulting firm." The form also includes questions such as "Has the owner/sponsor changed since last certification?" and "Date you took over center?".

As an owner, you will be able to see the submission under your Child Care Center list as read only. You will be able to check the status of the subsequent submission.

For Consulting Firm:

Once Child Care Center Owner create the "New Owner Closed more than 1-year" application and select your consulting firm to conduct IEHA, you will see that Child Care Center record under "My Child Care Center" tab. New Owner Closed more than 1-year application will be under "Subsequent Submissions" tab.

Consulting Firm staff with "Enter & upload" web role will be able to fill out this application and upload documents needed for SBIC similar like initial submission.

Consulting Firm staff with "Submit" web role will be able to fill out "Submit to DOH" tab and submit the application to DOH.

This screenshot shows the same application form as above, but with different callouts. A callout points to the "Subsequent Submission" tab: "This tab is created by owner of the Child". Another callout points to the "Additional Information" tab: "Consulting Firm staff with 'Enter & Uplod' web role user can fill out these tabs." A third callout points to the "Submit to DOH" tab: "Consulting Firm staff with 'Submit only' web role user can fill out this tab." The "Submit to DOH" tab is highlighted in green.

Please follow same instructions to create Form B-H with required attachments as initial submission.

For "Additional Information" tab, please provide information about RAO, PA etc. and Consultant name who conducted the IEHA.

Please follow same instructions to fill out "Payment" tab as initial submission compliance form.

Form specific attachments must be attached with forms B-H same as Initial. RAO, PA and proof of payment must be attached under "Attach Documents" tab.

Please follow same instructions to fill out "Submit to DOH" tab as initial submission compliance form.

5. How to fill out and Submit Expansion in New Location application:

If you need Expansion in New Location for Child Care Center, you will need IEHA for this submission.

Please click on “New Subsequent Submission” button, the system will take you to subsequent form with Subsequent Submissions tab. Please answer the question on “Subsequent Submissions” tab to decide type of submission.

Subsequent Submission tab

If you are expanding your Child Care Center to next location, then answer the question about owner changed to “No”. Then choose “Submission Type” as Expansion and then select “New Location” for type of expansion.

Please hire the consulting firm to conduct IEHA before creating this application as an owner. You will have to enter hired consultant name on “Subsequent submissions” tab. Please fill out “subsequent Submissions” tab and select Consulting firm to conduct IEHA.

New Location Information

Street Address *

City *

State *

Zip Code *

New Location Block Number *

New Location Lot Number *

Consulting Firm

Consulting Firm Name *

Consulting Firm License Number

Please select the hired consulting firm to conduct IEHA for this location. **Once you select the consulting firm and click "Save & Continue", you will not be able to change the consulting firm. After saving this, the submission will appear under that consulting firm login to continue.**

Save & Continue Please click "Save & Continue".

Once you select the consulting firm and click "Save & Continue", you will not be able to change the consulting firm. After saving this, the submission will appear under that consulting firm login to continue. Owner user cannot finish this submission. Selected Consulting firm will fill out and submit this application for SBIC.

Subsequent Submission | Forms B to H | Additional Information | Payment | Attach Documents | Submit to DOH

Subsequent Submission Tracking #
 CSS-6697-688

Application Status
 Draft

Application Type
 Expansion in New Location

Owner Change Information

Has the owner/sponsor changed since last certification? *
 No Yes

Submission Type

Please select a submission type *
 Expansion

Is the expansion in same location or new location? *

This tab is filled out by owner/operator of the child care

All these tabs need to be filled out & submit by consulting firm.

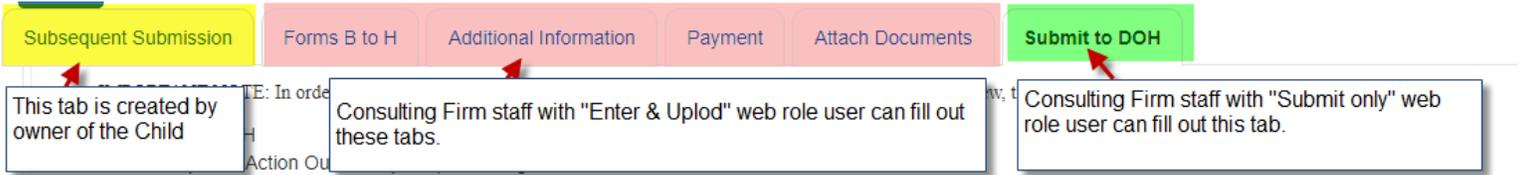
As an owner, you will be able to see the submission under your Child Care Center list as read only. You will be able to check the status of the subsequent submission.

For Consulting Firm:

Once Child Care Center Owner create the "Expansion in New Location" application and select your consulting firm to conduct IEHA, you will see that Child Care Center record under "My Child Care Center" tab. Expansion in new Location application will be under "Subsequent Submissions" tab.

Consulting Firm staff with "Enter & upload" web role will be able to fill out this application and upload documents needed for SBIC similar like initial submission.

Consulting Firm staff with "Submit" web role will be able to fill out "Submit to DOH" tab and submit the application to DOH.



Please follow same instructions to create Form B-H with required attachments as initial submission.

For “Additional Information” tab, please provide information about RAO, PA etc. and Consultant name who conducted the IEHA.

Please follow same instructions to fill out “Payment” tab as initial submission compliance form.

Form specific attachments must be attached with forms B-H same as Initial. RAO, PA and proof of payment must be attached under “Attach Documents” tab.

Please follow same instructions to fill out “Submit to DOH” tab as initial submission compliance form.

Contact Us:

Please visit [help tips](#) if you have a question regarding subsequent submission.

If you have any other inquiry about subsequent submission, please send your inquiry by clicking Contact us on the navigation. Please include your Child Care Center name & address when submit your inquiry.