

Child Care Accountability Program and Portal Acknowledgment

Licence and Portal Roles

Overview

This fact sheet provides additional information about the roles and responsibilities of individuals in a childcare program and in the Child Care Licensing Portal.

Licence Roles

A **licence holder** is the *corporation* (includes for-profit, charitable, and non-profit organizations) or *individual* that was issued a facility-based licence or family day home agency licence.

The **legal representative** is an *individual authorized to represent and act on behalf of the licence holder*. If the licence holder is an individual (i.e., sole proprietorship), they are also the legal representative. If the licence holder is a corporation, the legal representative is an individual that has the legal right to act on behalf of the organization and can legally represent and bind the organization. For corporations, the legal representative is registered as a director or officer with Alberta Corporate Registry.

Portal Roles

The legal representative must review and complete the Child Care Accountability Program and Portal Access Acknowledgment in the Child Care Licensing Portal. The legal representative then becomes the **Super Admin** role in the portal. The Super Admin is responsible for managing access for other authorized portal users in the program. This includes adding new users, removing old users, authorizing access to various services, and designating the Access Manager role.

The Super Admin may choose to delegate responsibility for managing user access to an **Access Manager**. The access manager can give **Standard Users** access to various services in the portal.

Summary Table

	Licence Roles		Portal Roles		
Role	Licence Holder	Legal Representative	Super Admin	Access Manager	Standard User
Description	Corporation or individual issued a licence (facility-based or Family Day Home agency).	Individual authorized to legally act on behalf of the licence holder.	The <i>Legal Representative's</i> role in the portal after completing portal acknowledgement.	Designated by the <i>Super Admin</i> to manage user access. Can also have access to other services in the portal.	Added by <i>Super Admin</i> or <i>Access Manager</i> and given access to services in the portal.
Responsibilities	Responsible for legislative requirements of the <i>Early Learning and Child Care Act</i> and Regulations and upholding program plan.	Responsible for legally representing the licence holder, signing grant agreements and completing Portal Acknowledgement.	Responsible for all access and engagement in the portal, ensuring compliance with all terms and conditions, and designating <i>Access Manager</i> role (if required).	Responsible for managing users in the portal and their access to services.	Responsible for completing tasks and conducting work in the various services in the portal.