

INSTRUCTIONS TO VERIFY YOUTH CAMP APPLICATION AND LICENSURE STATUS

To check the approval status of your application, go to the following website address:

<https://www.elicense.ct.gov/Lookup/GenerateRoster.aspx>. To open the Excel Report follow these steps:

- Scroll to bottom of roster list and click on Youth Camp Licensing.
- When box expands, two reports will appear. To select the report to see if your camp license has been approved, check the box in front of the report called “Actively Licensed Youth Camps.”
- Click on “Continue,” click on “Download,” and click on “Open.”
- The report is in Excel format. Note that the columns on the report are compressed and you will need to expand their width to view the entire approval number.

There are two ways to search for your camp name and the expiration date of the license. If you are not familiar with Microsoft Excel, the following steps may assist you in searching the report for your camp.

Option 1 To find a camp by the license number, simultaneously click on “Ctrl” (control key) on your keyboard and letter “F: to search for a camp by license number or camp name.

To find by license number, you must use YCYC. followed by 5 digit license number with no space.

Note: A period must follow YCYC before the 5 digit number. OR

If being licensed for the first time or to find a camp name on the list, enter the name as it appears on the license or if new camp, as it appears on the application you submitted.

- In the “Find and Replace” pop up box type in the license number or camp name as it appears on the license and click on “Find Next.”
- Several camps on the list have the same name, and you may need both the license number and the camp name to identify. Continue to click “Find Next” option until you find the camp name and license number you are searching for.
- The camp license numbers are in column B and starts with YCYC. The camp names are in Column D. The expiration date of the camp license is in Column C. The entire number, expiration date and camp name will not appear and the column will need to be widened to see the entire number. See ** under Option 2 below for instructions on how to widen the column to view the entire number.

Option 2 The entire list may be viewed and searched after creating an alphabetical listing by license number or camp name. Note: This option may be easier when searching camps with the same name such as “Summer Fun Club.”

- To widen columns, click into Column A in the grey header and highlight columns A through Y by dragging mouse from column A to column Y.
- ** With the columns still highlighted, left mouse click on the right side of the border of box Y. While keeping left mouse click held down, drag the mouse to the right to expand the width of all columns. This will expose the hidden information in the columns.
- Again, highlight columns A through Y and in the toolbar at the top of the report, click on sort or sort/filter option (depends on your computer) and select A-Z or Z-A alphabetical listing.
- Search for camp by license number use Column B, camp name appear in Column D by using the scroll bar to the right and scrolling through the list. If your camp has been initially licensed or the license has been renewed, the new expiration date of the license will appear in Column C.