

Becoming a Licensed Family Child Care Provider



Photograph: Getty

The Resource and Referral program at Solano Family & Children's Services (SFCS) assists prospective child care providers in becoming licensed. SFCS provides personalized support and consultation, high-quality workshops, and offers guidance on marketing and legislative issues which may affect your business. For more information, visit www.solanofamily.org or contact us at the location listed at the bottom of this page.

Complete the Family Child Care Licensing Orientation

To become a Licensed Family Child Care Provider you must attend a Licensing Orientation conducted by the Department of Social Services/Community Care Licensing (DSS/CCL). Please refer to the schedule to the right.

The orientation may also be completed online at www.cclcd.ca.gov. However, attending in person allows for opportunity to ask questions.

To register for the orientation at any of these locations, you must first call DSS/CCL at (707) 588-5026 and mail the required orientation fee of \$25.00 by personal check, cashiers check, or money order to:

**DEPARTMENT OF SOCIAL SERVICES / COMMUNITY CARE LICENSING
REDWOOD EMPIRE DISTRICT OFFICE
101 GOLF COURSE DR., STE A-230
ROHNERT PARK, CA 94928**

PAYMENT MUST BE RECEIVED 1 WEEK IN ADVANCE OF THE ORIENTATION IN ORDER TO ATTEND

Download and print the Application for family child care at www.cclcd.ca.gov. Bring the application with you to the orientation, though it does not have to be filled out at that time. You may also purchase an application for \$2.00 at SFCS during our regular business hours.

Photo ID **must** be presented to the licensing analyst at the Family Child Care Orientation, and your payment should already be received by DSS/CCL, prior to your scheduled orientation date. You will receive proof of attendance upon completion of the orientation.

If you miss your scheduled orientation, you must immediately inform DSS/CCL at (707) 588-5026.

2019 Orientation Schedule

January 30

March 27

May 29

July 31

September 25

November 20

December 18

*Meeting starts promptly at: 9:30 A.M.
Lasts until approximately: 12:30 P.M.*

Complete the Family Child Care Home Application

After attending the licensing orientation, you will be prepared to complete the application for a Family Child Care Home License. More information can be found in the Pre-Licensing Readiness Guide found at www.cclcd.ca.gov or at www.solanofamily.org (*Forms & Publications, Provider Forms, scroll down to Resource & Referral Program*).

Additionally, you may schedule a time during business hours for a **FREE** personalized consultation and application review by one of our Resource & Referral Specialists. Please refer to the opposite side of this flyer for information on additional requirements in the licensing process.

Additional Requirements in the Licensing Process

Health & Safety Certification

As an applicant for a Licensed Family Child Care Home, you are required to complete 16 hours of Health & Safety (H&S) training. However, your application may still be submitted prior to completion of H&S hours with evidence of enrollment in upcoming training.

Training must include:

- CPR for Infants, Children and Adults (4 hours)
- Pediatric & Adult First Aid (4 hours)
- Preventative Health Practices (8 hours)

All classes must be completed through either the American Red Cross, American Heart

Association, or a training agency approved by the Emergency Medical Services Authority (EMSA). Visit https://emsa.ca.gov/childcare_provider1/ for approved trainers. SFCS can provide you with a resource which includes additional training and contact information.

Additional required training - Mandated Reporter Training

Beginning January 1, 2018, Health and Safety Code 1596.8662 requires all licensed providers, applicants and employees to complete training as specified on their mandated reporter duties and to renew their training every two years. This training may take you up to 4 hours to complete. You will receive a certificate for your records upon completion of the training.

Access the training here: <https://childcare.mandatedreporter.ca.com/>

TB Testing and Immunizations

You and everyone in your home who is eighteen (18) years of age or older, as well as any other caregiver or assistant, is required to undergo TB testing. TB tests can be performed by a local health clinic or your health care provider.

You and any employees or volunteers must be immunized against influenza, pertussis, and measles or qualify for an exemption. A licensed physician must provide a hand written declaration regarding an exemption.



Mail the Completed Application and Required Documentation

Mail your completed application to Community Care Licensing, along with a check for \$73.00 for a Small Family Child Care Home (capacity of 6/8 children), or a check for \$140.00 for a Large Family Child Care Home (capacity of 12/14 children).

Please note: You may be licensed for 12/14 children only if you have had one year prior experience, and if you have followed the city requirements for a large facility.

After you Have Submitted your Application

Wait for a confirmation letter from DSS/CCL before getting your fingerprints scanned at a local LiveScan site.

Upon receipt of your application, CCL will assign you a facility number to help track your fingerprints. You must wait to receive this facility number, along with other instructions provided by DSS/CCL, in the mail before setting up a fingerprint appointment. Every adult (eighteen (18) years of age or older) and any other caregiver or assistant will also require fingerprinting, *using the same facility number.*

After submitting your fingerprints, you will need to wait for your clearances to reach DSS/CCL. When DSS/CCL receives your clearances, you will be contacted by a licensing program analyst (LPA) to schedule a date for your pre-licensing home inspection. Record this date onto your Pre-Licensing Readiness Guide, and ask the LPA about when to submit this form.

Receive a Family Child Care Home License!



Contact SFCS's Resource & Referral Program

Call the **SFCS Resource and Referral Program** at (707) 863-3950 ext. 752 to learn how you can begin to be referred out to families in the community for FREE. You'll also discover more about our great workshops, projects, and other excellent opportunities available to you, and learn how SFCS can assist and support you in beginning your professional business!

Refer to Title 22 regulations at www.cclcd.ca.gov for more information on Licensing requirements, safety measures in the home, ratio of children in care, and small vs. large family child care environments and/or requirements.