



Family Child Care Licensing Process

1. Licensing Orientation

- Complete the Licensing Orientation in person or on-line. Go to the Childcare Licensing website at <http://www.cdss.ca.gov/inforesources/Child-Care-Licensing> or call 844-538-8766.
- Obtain a certificate of completion.

2. Application

- Complete all of the application forms (A Criminal Records Statement must be completed for all family members in the home over age 18)
- TB test clearances for yourself, assistants and all residents of your home 18 yrs. or older. *TB test clearances are accepted if issued within one year prior to application.* Send results with application.
- Acquire proof of immunizations (MMR, Tdap, and influenza) or a medical exemption for everyone who will provide care and supervision. (Influenza can be declined with a written statement.)
- Include your application fee: \$73 for a Small Family Childcare Home License; \$140 for a Large Family Childcare Home License. (Choices for Children is available to review your application before you submit it.)
- Keep copies of *everything* and mail to:

DSS Sacramento Regional Office
2525 Natomas Park Dr., Ste. 250
Sacramento, CA 95834

3. Training Requirements (If not completed prior to home visit, you will be issued a provisional license and given 90 days to complete.)

- CPR and Pediatric First Aid – 8 hours – Must include infant, child, and adult CPR and Pediatric First Aid. On-line classes are not acceptable. Obtain a list of training organizations from Choices for Children.
- Preventative Health Practices – 8 hours
- Mandated Reporter Training – On line class at <http://www.mandatedreporterca.com/training/childcare.htm>

4. Complete Criminal Background Check

- Approximately two weeks after submitting your license application you will receive a **Pending Facility Number** and **instructions to get fingerprinted** through Live Scan. Criminal clearances are required for yourself, assistants and all residents of your home 18 years and older.
- TrustLine clearances or clearances from other licensed child care facilities may be transferrable by using form [LIC 9182 Criminal Background Clearance Transfer Request](#).

5. Home Licensing Visit

- Once Licensing has received your background clearance, you will be contacted by a Licensing Program Analyst (LPA) to conduct an inspection of your home *by appointment*. (Choices for Children is available to visit your home and help you prepare for the Licensing visit.)
- When Community Care Licensing has completed the pre-licensing visit and all licensing conditions have been met, you will be issued a license and may begin operation of your Family Child Care Home.

Congratulations! As a licensed provider you are eligible to be on the Choices for Children referral list.

For information and support contact your local Choices for Children office.

Western Slope of El Dorado County contact Rene Line at 530-676-0707 or rline@choices4children.org

South Lake Tahoe contact Nadine Trouyet-Davis at 530-541-5848 or ntrouyet-davis@choices4children.org

Alpine County contact Rachael Brothers 530-694-2129 or rbrothers@choices4children.org