



## Family Childcare 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. (Catalyst Community 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 Catalyst Community.
- 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*. (Catalyst Community 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 Childcare Home.

**Congratulations! As a licensed provider you are eligible to be on the Catalyst Community referral list. For information and support contact your local Catalyst Community office.**

**Western Slope of El Dorado County: 530-676-0707**

**South Lake Tahoe: 530-541-5848**

**Alpine County: 530-694-2129**