

## **Family Child Care Licensing Information**

*The Resource and Referral Program at NCO Rural Communities Child Care assists prospective child care providers in becoming licensed and provides ongoing technical support and training.*

### **How to obtain a family child care license?**

- Attend a Licensing Orientation online at CCL's website.
- You may attend a Live Virtual Orientation or an Online Orientation.
  - Live Virtual Orientations are conducted by a representative live on-screen and you must sign-up for a course ahead of time. The fee is a flat fee of \$25. The orientation is 4 – 4.5 hrs. long and you must be present the entire time to receive a certificate of completion. Certificates are mailed one week following orientation.
  - Online Orientation consists of a self-paced course that you view through non-live presentations. You can finish this course at your own convenience, but you only have 30 days from the day you register to complete the course. The fee for online orientations is \$27.43(\$25 registration fee, plus a \$2.43 processing fee) which is non-refundable and non-transferable. Certificates are available to download once the course is complete.
- Registration is available at <https://www.cdss.ca.gov>. No in-person orientations are available currently.

### **What to send to DSS/CCL after you attend the Licensing Orientation:**

- **Download and complete the FAMILY CHILD CARE APPLICATION** which can be found at <https://www.cdss.ca.gov/> or call your local NCO/Resource and Referral Specialist for assistance.
- **A CHECK** for \$73.00 for a Small Family Child Care Home, or a check for \$140.00 for a Large Family Child Care Home. A small FCCH is licensed for up to 6 to 8 children. A large FCCH is licensed for up to 12 or 14. Please note: you may only be licensed for 12/14 children if you have **one year of prior experience** and if you have followed the city or county requirements for a large facility. You can speak with your local Resource and Referral Specialist for more information.
- **A NEGATIVE OR CLEARED TUBERCULOSIS (TB)** result for yourself, anyone who lives in your home who is eighteen years or older, and any other caregiver or assistant. A test can be done through a local health clinic or a local health care provider.
- **PROOF OF IMMUNIZATIONS** including Measles (MMR), Pertussis (DTaP), and influenza for any persons in your facility providing care and supervision. You can opt out of the influenza vaccine if you choose with a letter in the facility file.
- **PROOF OF** completion of 16 hours of Health & Safety courses, including 4 hours of CPR, 4 hours of First Aid, and 8 hours of Preventive Health Practices and Nutrition. All classes must be offered by the American Heart Association or approved by the Emergency Medical Services Authority (EMSA). For information regarding where trainings are available contact your Resource and Referral Specialist.
- **PROOF OF** completion of Child Abuse Mandated Reporter training. This must be taken online at [www.mandatedreporterca.com](http://www.mandatedreporterca.com) You must take the *general training* as well as the *child care provider training* for a total of 7 hours to meet the requirement for AB1207. You can get more information by speaking to your local R&R.

### **Next Steps**

- Wait for DSS/CCL to alert you to get your FINGERPRINTS scanned at a local Live Scan site. You will receive a notification from CCL after you submit your application with your new facility number. Everyone in your home that is eighteen or older and any caregiver or assistant will need to be fingerprinted. You will need to complete a copy of [LIC 9163](#) for each person getting fingerprinted and turn these forms in, along with the payment fees, at your local Live Scan site.
- Upon receipt of your fingerprints (which can take a couple of weeks if there are no convictions) DSS/CCL will contact you to set up a visit to inspect your home/facility. NCO/RCCC offers free pre-site visits to check your home and discuss any concerns before your visit from DSS/CCL. All pre-site visits can be conducted virtually for your convenience.
- After receiving your Family Child Care license **contact your local Resource and Referral Program so that they can assist you in beginning your professional business and put you in our referral database. For Lake County contact 707-263-4688 ext. 414 and in Mendocino County contact 707-467-3211.**

Procession of your application will take place by the Child Care Licensing Regional Office.

Submit your application to:

**Community Care Licensing Child Care**  
1450 Neotomas Ave., Suite 100,  
MS 29-11 Santa Rosa, CA 95405  
(707) 588-5026

Refer to Title 22 regulations at <https://www.cdss.ca.gov> for more information on Family Child Care Licensing requirements, safety measures in the home, ratio of children in care, and small vs. large family child care environments and/or regulations.