

# Steps to Obtain Your Family Child Care License



RURAL COMMUNITIES  
CHILD CARE

**STEP 01**

Attend the initial mandated licensing orientation (in-person, online, or live-virtual). Pay the fee to attend and bring all necessary documents to your orientation. In-person orientations are held at Regional Licensing Offices. Click to view your local regional office or ask your R&R for assistance. <https://www.cdss.ca.gov>

Complete the required certifications including 8 hours of Preventative Health & Safety, 8 hours of CPR & First Aid, and the free online Mandated Reporter training. For Enrollment help, call: 707-263-4688

Provide proof of immunizations including measles, influenza, and pertussis. All adults (over 18) living in the household must obtain tuberculosis (TB) test results.

Once your application is received & accepted, you will be provided with your facility number. After, you will conduct a background check using LiveScan fingerprint forms for every adult in your home. LiveScan locations: <https://oag.ca.gov/fingerprints/locations>

Have a friend or an R&R specialist look over your application. Send in your entire application paperwork along with a check or money order for the application fee of \$73. Mail the application to:  
Community Care Licensing Child Care  
1450 Neotomas Ave., Suite 100, MS 29-11  
Santa Rosa, CA 95405  
(707) 588-5026

Complete the licensing application. Included must be all forms listed in the application instructions including certifications, immunizations, & supporting documents

The LiveScan location will send your information to the licensing office. There is a fee for the Livescan service. Remember to complete a LiveScan form for every adult (over 18) living in your home.

Next, prepare your home for a site visit from a licensing analyst. Once your fingerprints have cleared, you will receive a call from a licensing representative to schedule an appointment for inspection. The R&R office provides free pre-visit inspections to help you prepare your home.

Upon clearance of your home, you will be issued a license to operate your Family Child Care Home. After, call Rural Communities Child Care to get your information posted with the Resource and Referral database. (707) 263-4688

