



Steps to Becoming a Licensed Family Child Care Home Provider

STEP 1

- Attend a Family Child Care Home orientation online or in-person. There is an orientation fee, and it is nonrefundable. [Register for an Orientation | How to Become Licensed | Child Care Licensing](#)
 - Please make sure to print out the certificate after completion of the test at the end of the orientation.
- Watch the Family Child Care Providers videos created by Community Care Licensing
 - [Do I Need a License?](#)
 - [Resources for Parents and Providers](#)
- Review Family Child Care Home Provider Requirements [English / Spanish](#)

STEP 2

- Complete and Submit Application for a Family Child Care Home License
 - [English LIC279 Application](#)
 - [Spanish LIC 279](#)
 - Complete Current Children in Your Home
 - [English LIC 279B](#)
 - [Spanish LIC 279B](#)
 - Proof of completing the licensing orientation
 - Complete Emergency Care and Disaster Plan
 - [LIC 610A \(English\)](#)
 - [LIC 610A \(Spanish\)](#)
 - Complete Statement Acknowledging Requirement to Report Suspected Child Abuse
 - [LIC 9108 \(English\)](#)
 - [LIC 9108 \(Spanish\)](#)
 - Complete Facility Sketch
 - [LIC 999A \(English\)](#)
 - [LIC 999 \(Spanish\)](#)
 - Pre-Licensing Readiness Guide
 - [LIC 9217 \(English\)](#)
 - [LIC 9217 \(Spanish\)](#)
- Proof of completion or enrollment in Preventative Health Practices Training that includes Lead Poisoning
 - Proof of completion of 3 Hrs Mandated Reporter Training for Child Care Providers [Child Abuse Mandated Reporter Training](#)
 - Proof of TB clearances (not more than one-year-old) for all adults living in your home
 - Proof of immunizations for all living in the your home
 - Immunization Information: [Shots Required for Child Care/Preschool](#)
 - Proof of child care experience (if applying for a Large Family Child Care Home license)
 - Submit application with check or money order made payable to the Department of Social Services for the nonrefundable application fee. Child Care Licensing Fees [Law section](#).
 - Department of Social Services
 - 3737 Main Street #700
 - Riverside, CA 92501
 - To prevent delays in application processing, be sure that all the necessary information is completed, properly signed in ink, with original signatures, and dated.

STEP 3

- Background Check Clearance - TrustLine - [LIVESCAN Background Check Process](#)
 - Information about how to submit fingerprints will be mailed to you after a complete application is received and accepted.
 - Do not schedule a LIVESCAN appointment until you receive a facility number from the licensing office. You must include the facility number on all LIVESCAN forms.**
 - Obtain a background check clearance for you, your spouse, and all other adults residing or having contact with the children in the home. (Anyone over 18 years old living in the house)
 - [LiveScan](#)



STEP 4

- Inform your Landlord of your decision to operate a Family Child Care Home
 - Property Owner/Landlord Notification
[LIC 9151](#) (English)
[LIC 9151](#) (Spanish)
- If you are planning to expand from a small family child care license of 6 to 8 children to a large family child care license of 12 to 14 children.
 - Property Owner/Landlord Consent
[LIC 9149](#) (English)
[LIC 9149](#) (Spanish)

STEP 5

- Pass home inspection
 - Community Care Licensing will contact you to schedule an appointment for a pre-licensing visit.
 - You will receive your license on the day you pass your licensing inspection.

STEP 6

- Register for CCLD Subscriptions (Provider Information Notices and Quarterly Update Newsletters)
[CCLD Subscriptions](#)
- Be familiar with all the Family Child Care Home Licensing Laws and Regulations
[Laws and Regulations | Child Care Licensing](#)
- Be familiar with Safe Sleep Practices and Regulations
[Safe Sleep](#)

For assistance with the steps to becoming licensed or support on your journey to becoming a licensed provider, please reach out to:

**RCOE, RESOURCE & REFERRAL
(800) 442-4927 or RandR@rcoe.us**