



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)

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

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](#)