

STEPS TO BECOMING A LICENSED FAMILY CHILD CARE PROVIDER

(The process can take about three months)

1.
 - a. Register at Lassen Child & Family Resources (CFR) for an orientation appointment.
 - b. Send \$25.00 orientation fee payable to Department of Social Services to Community Care Licensing (CCL) and receive confirmation from licensing or register for an online orientation class on the CCL website www.ccl.ca.gov
 - c. Attend orientation provided by Child & Family Resources (CFR) or the online course and receive an **Orientation Certificate which to submitted with application.**
2.
 - a. Register and attend a **CPR and First Aid** training with the Pediatric Component at Child and Family Resources located at Lassen County Office of Education.
 - b. Register and attend **Preventative Health and Safety Class** at CFR
 - c. A copy of **CPR and First Aid card & a copy of Certificate of completion of Preventative Health Practices will be submitted with application.**
3. Schedule TB (Tuberculosis) Screening at Public Health Department for everyone over 18 living in the home (530) 251-8183.
Documentation of a negative TB test will be submitted with application.
4. **Submit a completed Licensing Application with appropriate Application Fee - currently \$73.00 (6-8 children) or \$140.00 (12-14 children) with additional required documentation.**
5. Schedule pre-licensing home visit with Melissa at CFR to review your home's readiness for the Licensing Analyst's final home visit.
6. After you have received your "pending facility" number from CCL, **everyone over 18 will need to be fingerprinted in your home;** maybe as much as \$80.00 is required plus ten dollars per Scan.
7. The Licensing Analyst in Chico will call to schedule a final home visit when the application and additional information has been received and approved.
8. Once the visit by the Licensing Analyst is completed and all necessary requirements are met and submitted, a copy of the license will be sent to you and CFR.
9. CFR can reimburse up to \$150 of your expenses incurred toward your license such as; Preventive Health and Safety Class, CPR & First Aid class, orientation, application fee, smoke alarm, and other related items with receipts.
10. Referrals to parents seeking childcare will be provided through CFR once you are licensed. CFR does not make referrals or recommendations to pending or unlicensed providers.

CFR offers trainings, visits, and resources to support Family Child Care.
For more information, please contact Melissa at (530) 257-9781