

## RESOURCE 3: Licensing and Background Checks

Use this checklist to ask questions of your local Child Care Resource and Referral agency (CCR&R) or your state licensing consultant to help you think through the steps you will need to take to become a licensed family child care provider and to obtain a background check.

Question	Response	Comment
<p>Do I need to have a license to open a family child care home, or am I voluntarily choosing to become licensed?</p> <p>What kind of license(s) will I need?</p>	<p>Required      Voluntary</p> <p>State child care license County or city child care license Business license Food service permit Other _____</p>	
<p>Do I need a degree or special certification to operate a family child care home in my state?</p>	<p>Yes              No</p>	
<p>Is there a fee to get licensed, and if so, how much?</p>	<p>Yes              No If yes: \$ _____</p>	
<p>How many children can my program care for at one time?</p> <p>Is there a maximum number of each age group that can be enrolled?</p>	<p>Maximum group size: _____</p> <p>Infants: _____ Toddlers: _____ Preschool: _____ Pre-K: _____ School-age: _____</p>	
<p>Does my program have to be inspected before we can receive a license?</p> <p>Who conducts the initial inspection(s)?</p> <p>How frequently do inspections occur after we become licensed?</p>	<p>Yes              No</p> <p>Frequency: _____</p>	
<p>Do I need to get a background check?</p> <p>How much does it cost?</p> <p>How often will I need to do a background check?</p>	<p>Yes              No</p> <p>Cost: \$ _____</p> <p>Frequency: _____</p>	

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<p>If I employ staff, will they need to get a background check?</p> <p>Will volunteers in my program need a background check?</p> <p>Will other people living in my home need to do a background check?</p> <p>How often will staff, volunteers, or people in my home need a background check?</p>	<p>Yes      No</p> <p>Yes      No</p> <p>Yes      No</p> <p>Frequency: _____</p>	
<p>What is the process to request a background check for myself, my staff, volunteers or others in my home?</p>	<p>Steps to obtain background checks:</p>	
<p>What type of training do I need to open a family child care home? What costs are associated with the trainings? Who offers the trainings?</p>	<p>Infant-Child CPR            Cost: \$ _____            Contact: _____            First Aid Treatment            Cost: \$ _____            Contact: _____            Health and Safety            Cost: \$ _____            Contact: _____            Food and Nutrition            Cost: \$ _____            Contact: _____            Other: _____            Cost: \$ _____            Contact: _____</p>	
<p>Is there an annual requirement for training hours that I will need to meet? What topics or trainings must be covered?</p> <p>If I employ staff, what ongoing training requirements will they need to meet?</p>	<p>Annual training requirements:            Number of hours: _____            Specific topics:</p> <p>Annual training requirements:            Number of hours: _____            Specific topics:</p>	

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What proof of insurance do I need to submit during the licensing process?	Fire insurance Liability insurance Other: _____	
What type of equipment and supplies do I need?	Equipment:  Supplies:	

