

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 need to take to become a licensed child care business and to obtain a background check.

Question	Response	Comment
<p>Do I need a license to open a child care center?</p> <p>If yes, what kind of license(s) will I need?</p>	<p>Yes No</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 certification to operate a child care center 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>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>	
<p>Will my staff need a background check?</p> <p>Will volunteers need a background check?</p> <p>How often will staff and volunteers need a background check?</p>	<p>Yes No</p> <p>Yes No</p> <p>Frequency: _____</p>	

RESOURCE 3: Licensing and Background Checks

Question	Response	Comment
<p>What is the process to request a background check for myself or my staff/volunteers?</p>	<p>Steps to obtain background checks:</p>	
<p>What type of training do I need to open a child care center? 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>What ongoing training requirements will my staff need to meet?</p>	<p>Training hours required annually for staff: _____ Topics: _____</p> <p>Training hours required annually for owner: _____ Topics: _____</p>	
<p>What proof of insurance do I need to submit during the licensing process?</p>	<p>Fire insurance Liability insurance Other: _____</p>	
<p>What type of equipment and supplies do I need?</p>	<p>Equipment:</p> <p>Supplies:</p>	