

Dear Future Daycare Provider:

We are so pleased that you are beginning the daycare licensing process. Please feel free to contact us if you have ANY questions about the application process, we would be happy to help you in any way that we can. Please keep in mind that once you submit your licensing application **you have 6 months to complete the licensing process.**

## Documents to submit (1<sup>st</sup> submit the Application then submit the other items as they are completed):

- License Application form— completely filled out, signed and dated - submit application while working on the rest.
- Pay appropriate non-refundable Basic Daycare License Application Fee— **AFTER you submit the License Application Form your local health district will contact you to arrange for payment of the non-refundable application fee.**
  - LARGE Center (26 or more children)—\$325
  - SMALL Center (up to 25 children)—\$250
  - GROUP Facility (up to 12 children) Licensing fee—\$100
  - FAMILY Facility up to 6 children-Licensing fee—\$100
- **Please DO NOT SEND PAYMENT to IdahoSTARS!**
- Cleared Criminal History Background checks —
  - All Owners, Operators, Employees, Volunteers and All other Individuals thirteen (13) years of age or older who have unsupervised direct contact with children OR are “regularly” (12 or more hours per month) on the daycare facility premises have **Department of Health and Welfare Criminal History Unit (CHU) criminal history and background check clearance letters on file at your facility.**
  - CHU background checks on those persons under eighteen (18) years of age shall include a **Juvenile Justice Records Check**. Information on **Juvenile Justice Records Check** and the form is included in this packet.
  - **You do not need to submit copies of the CHU clearance notices. The Vendor Specialists obtain clearance notices directly from the Criminal History Unit.**
- **Proof of compliance** with local city and/or county Building code, local city or county Electrical code, Planning & Zoning code— for example, a Business License, Home Occupation Certificate, or Special Use Permit, or a letter from your city or county stating you are in compliance with local ordinances.
- **Approved Fire Inspection** listing the total Occupancy Load of this facility and the total number of children that can be at the facility at any one time. We recommend that you get your fire inspection done **before** you turn in your application so you'll know how many children for which you can provide care. However, this inspection can **only** be done up to 45 days before you turn in your license application.
- **Proof of Liability and Fire Insurance** for the address where care is taking place
- **Pediatric CPR**—online courses are NOT acceptable
- **Pediatric First Aid**—online courses are NOT acceptable

A **Health and Safety Inspection** will be conducted by your local Health District at the location where care is taking place.

**The Health District will contact you to make arrangements for the inspection.**

**★★ IMPORTANT! ★★**

**If you are obtaining your Large Center or Small Center license**

**All staff that have direct contact with children must complete 4 hours of training for each 12 months of employment!**

Upon renewal of your license (licenses are valid for 2 years from the effective date) you must submit proof of this training for each individual. Proof can be in the form of Training Certificates, **OR** IdahoSTARS training log printouts, **OR** training logs with supporting documentation—a sample of which is included in this packet.

**Please note: CPR and First Aid do NOT count towards the ongoing training requirement!**

You can review the "Idaho Statutes, Title 39, Chapter 11" and "Rules Governing Standards For Child Care Licensing" online at [www.idahocareline.org](http://www.idahocareline.org)

**➤ ➤ Enclosed you will find additional information to assist you in the license renewal process ◀ ◀**

Please submit your application and all additional required documentation to:

**IDAHOSTARS-VENDOR SPECIALISTS  
4355 W EMERALD STE 250  
BOISE, ID 83706-2072**

Or, you may submit by **FAX** at **208-345-2973**

Or, you may submit by **EMAIL** at [VS@IDAHOAEYC.ORG](mailto:VS@IDAHOAEYC.ORG)

For questions, please dial the 2-1-1 Idaho CareLine (or 1-800-926-2588) and a Vendor Specialist will be happy to assist you.

Sincerely,  
**IdahoSTARS Vendor Specialists**

Enclosures

cc: file



# IDAHO DEPARTMENT OF HEALTH & WELFARE

## IDAHO STATE DAYCARE LICENSING PROCESS CHECKLIST & TIMEFRAMES

<p><b>Date of Application</b></p>	<p><input type="checkbox"/> Signed and completed 3 page application form</p> <p>Start date of application is the date the completed and signed application is received by IdahoSTARS.</p>
<p><b>No more than 6 months from the Date of Application</b></p>	<p>The following requirements must be received, correct, and verified within six months from the date of application. <b>Therefore, all required documentation should be submitted at least 45 days prior to that six month timeframe after the date of application.</b></p> <p>This timeframe allows time for documentation to be verified and for any deficiencies to be addressed and complied with in the timeframe requirements. Delays in submitting paperwork may result in insufficient time to process paperwork or give the applicant insufficient time to address any deficiencies noted.</p> <p><input type="checkbox"/> Applicable licensure Application Fee must be paid to your local Health District-that office will contact you to collect the fee. <b>DO NOT SEND PAYMENT TO IDAHOSTARS!</b></p> <p><input type="checkbox"/> Criminal history compliance for each: <b>Owner, operator, or applicant</b> seeking licensure for a daycare center, group daycare facility, or family daycare home must submit evidence that is satisfactory to the Department that <b>owners, operators, staff</b> and all other individuals thirteen (13) years of age or older who have unsupervised direct contact with children <b>OR</b> are regularly on the premises have successfully completed, and received a clearance for, a Department criminal history and background check under the provisions of Sections 39-1105 and 39-1113, Idaho Code.</p> <p>Background checks on youth 13-17 years old must include a check of juvenile justice records for each jurisdiction in which the youth has resided since becoming (13) years of age. The juvenile justice check is to include records of adjudication of the magistrate division of the district court, county probation services and department records.</p> <p><i>You do not need to submit copies of the CHU clearance notices. The Vendor Specialists obtain clearance notices directly from the Criminal History Unit.</i></p> <p><input type="checkbox"/> Passed Health &amp; Safety Inspection- IdahoSTARS will request this at the appropriate time, you are not able to personally request a Health &amp; Safety Inspection</p> <p><input type="checkbox"/> Passed Fire Inspection</p> <p><input type="checkbox"/> Proof facility meets local city or county ordinance</p> <p><input type="checkbox"/> Proof that at least one adult staff member is present at all times (including during transportation) is certified in pediatric rescue breathing, infant-child CPR, and Pediatric first aid treatment</p> <p><input type="checkbox"/> Proof of liability and fire insurance</p>
<p><b>Application Denial</b></p>	<p>If <b>all</b> requirements are not received, correct, and verified within six months from the date of application, the application for license will be denied for failure to cooperate with the application process.</p> <p><b>Please note:</b> Applicants who have been denied are prohibited from reapplying for a daycare license for one year from the date of denial.</p>



Standards for Daycare Licensing include criminal history checks of daycare staff and other individuals

## **CRIMINAL HISTORY COMPLIANCE**

### **Facts and Guidelines**

#### ***What is the criminal history background check?***

The background check is a search of records, databases and registries which include the Federal Bureau of Investigation (FBI), the State of Idaho crime records, Idaho driving records, the statewide Child Abuse Central Registry, Adult Protection Registry, Sexual Offender Registry, Nurse Aide Registry and the Office of Inspector General exclusion list.

#### ***Who is required to complete a criminal history background check?***

The IDAPA Standards for Daycare state each owner, operator, or applicant seeking licensure for a daycare center, group daycare facility, or a family daycare home must submit evidence that is satisfactory to the Department that owners, operators, staff and all other individuals thirteen (13) years of age or older who have unsupervised direct contact with children or are regularly on the premises have successfully completed, and received a clearance for, a Department criminal history and background check under the provisions of Sections 39-1105 and 39-1113, Idaho Code.

Background checks on youth 13-17 years old must include a check of juvenile justice records for each jurisdiction in which the youth has resided since becoming (13) years of age. The juvenile justice check is to include records of adjudication of the magistrate division of the district court, county probation services and department records.

Under Idaho Code, any person providing daycare for four (4) or more children in a family daycare home is required to obtain a criminal history check.

#### ***Where do I go to start a background check?***

Go to the web site <https://chu.dhw.idaho.gov> and follow the instructions at the home page. If you need assistance completing your application you can contact the Criminal History Unit at 208-332-7990 or toll free at 1-800-340-1246. If you do not have a computer at home with internet access, computers are available at certain Health & Welfare offices for this purpose or check at your local library.

#### ***What if I live in a rural area and cannot get to an IDHW office to complete the fingerprint appointment?***

If you cannot get to a Health & Welfare office that provides fingerprinting, you will still complete the application on the web site. Instead of scheduling a fingerprint appointment, you will need to contact the Criminal History Unit at 208-332-7990, toll free at 1-800-340-1246 or by email at [crimhist@dhw.idaho.gov](mailto:crimhist@dhw.idaho.gov) to obtain a fingerprint card and directions on completing the fingerprint process by mail.

# GUIDELINES FOR CRIMINAL HISTORY CHECK COMPLIANCE—CONT.

## **NEW DAYCARE LICENSE APPLICATIONS:**

- As a licensed daycare owner/operator, you will need to register with the Criminal History Unit and obtain an Employer Identification Number. You will provide this number on background check applications associated with your daycare.
- Each daycare owner, operator, staff member and all other individuals required to complete a Department criminal history and background check must be included on the daycare application and receive a criminal history clearance *prior* to the issuance of a new daycare license.

## **DAYCARE LICENSE RENEWAL APPLICATIONS:**

- As a licensed daycare owner/operator, you are required to maintain compliance on an ongoing basis and keep records of all criminal history clearance for your staff and other individuals who must meet the criminal history requirements.
- Staff members and other individuals, who have obtained a department criminal history clearance and remain in the same place of employment or daycare residence, are not required to complete another background check unless potentially disqualifying information is obtained. Criminal convictions or juvenile justice adjudications for disqualifying crimes must be self-disclosed to the employer. The employer has five (5) days to report these findings to the Department.
- Your daycare license renewal application must be submitted at least forty-five (45) days prior to the expiration of the current daycare license. Each daycare owner, operator, staff member and all other individuals must be included on the daycare application. Verification of criminal history clearance will be completed prior to the issuance of a daycare license.

## **TRANSFER OF A CURRENT DEPARTMENT CLEARANCE:**

- A department criminal history background check clearance, completed within three (3) years from the date of employment, can be transferred to any employer. To fulfill the criminal history requirement, the new employer must ensure that a new Idaho State Police record check is completed with no disqualifying crimes found. A copy of the department clearance letter and the Idaho State Police record check must be on file with the new employer. Additionally, the transfer must be reported by the employer to the criminal history unit to attach to the correct employer ID#.
- If a Department criminal history and background check clearance is more than three (3) years old from the date of hire, a new Department criminal history and background check is required.

## **WHEN CAN A NEW STAFF MEMBER WORK IN THE DAYCARE?**

- The licensed daycare provider has three options as to when a new staff member can begin work. They may choose to start the staff member once they receive the signed and notarized criminal history application. They may want to wait until the after the fingerprint appointment or they may wait until the background check is cleared. Regardless, the provider is required to follow up through completion of the process and maintain records.

# GUIDELINES FOR CRIMINAL HISTORY CHECK COMPLIANCE—CONT.

## **WHY IS A NOTARIZED SIGNATURE REQUIRED ON THE APPLICATION?**

- The notarized signature on the application gives Health & Welfare the authorization to conduct the background check and share certain information with the employer or licensing agency. *Signing the application affirms that the information provided is correct.* Failure to disclose criminal record may result in the denial of application for a period of three years, or criminal prosecution for perjury.

## **Please remember, as a licensed daycare provider, your responsibilities include:**

- Making employment and child safety decisions
- Prescreening applicants prior to their submitting an application
- Knowing how to use the criminal history web site and assisting applicants in submitting their application
- Identifying any disqualifying offenses that may pose a risk to health or safety
- Excluding applicants with disqualifying offenses. An applicant with disqualifying offenses will not clear a criminal history background check and cannot work in a daycare.
- Providing employees with the 4 digit Employer ID#, the type of service and contact information.
- Ensuring timeframes are met. Fingerprints are required to be submitted 21 days of signing the application and having it notarized. If the fingerprint appointment is not completed in this timeframe, the applicant or staff member is not in compliance with the criminal history requirements and cannot work or continue to work in a daycare.
- Reviewing background check results.
- Printing the clearance letter and keeping a copy on file.
- Conducting the Idaho State Police record check on all accepted criminal history clearance transfers and keeping a copy on file.
- Contacting the criminal history unit to add the Employer ID# to a transferred clearance.

If you have questions regarding these Facts and Guidelines for Criminal History Compliance for daycare licensing, please contact the Idaho Careline at 2-1-1 or 1-800-926-2588 and ask to speak with a vendor specialist, who will be happy to assist you.



Quality Child Care Matters  
Vendor Specialists  
4355 W EMERALD ST STE 250  
BOISE ID 83706

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## How to Register as an Employer/Agency/ICCP Child Care Provider with the Criminal History Unit Website: <https://chu.dhw.idaho.gov>

The Idaho Department of Health and Welfare conducts criminal history background checks on various classes of individuals who have access to, or provide care or services to children or vulnerable adults, as required by regulation. The criminal history background check is a fingerprint based check of state and national crime records and various registries. Every application submitted for a Department criminal history background check must have an employer registered with the Department and must use the four digit employer identification code when applying.

- Each Employer/Agency/ICCP Child Care Provider must register in the Criminal History Unit website before any prospective employees/household members can apply for a criminal history and background check.
- Registering as an Employer/Agency/ICCP Child Care Provider in the Department website.
  - At the Criminal History Unit website (<https://chu.dhw.idaho.gov>), please click on the "NEW REGISTRATION" link on the left of the screen
  - You should be registering as an agency.
  - Create your own and unique username and password.
    - Follow the username/password creation requirements as advertised in the website. Failure to follow the appropriate format may result in a locked account.
    - Please make sure to safe keep and remember this username and password. Once it is established, it must be used throughout the background check process to manage the background checks for all persons linked to your agency including the owner.
    - If you forget or misplace your password, you may contact the Criminal History Unit to have it reset or restored.
    - **NOTE:** If you are acquiring ownership of an already established day care or ICCP agency, you must re-register the business in the Department website and obtain a new 4-digit number from the Criminal History Unit. If you wish to retain staff previously cleared, you must transfer them to your agency number.
  - After creating your credentials,
    - You are automatically returned to the website home page. Click on the "LOGON" link in the left menu to finish the employer registration.
    - Logon as an agency with the user name and password you just created for the agency. Please ensure that you mark the checkbox by the phrase "Logon as Employer" before clicking on the "Log On" button.
    - Once you are logged on, click on the "MY PROFILE" link on the left side of the screen.
    - In the employer profile page you must click on the "SELECT SERVICES" and "SELECT CONTACTS" buttons to address those areas.
      - "SELECT SERVICES": After clicking on this button, you will see the types of services which require a Department criminal history and background check. You must select only those that are appropriate for your agency. Making the right choice of services at this time, limits the selection of services for employees/household members can select when they apply for the criminal history background check themselves. Please provide information in the field provided describing your agency's need for Department background checks. "SELECT CONTACTS": You must click on this button to identify the contact information of the individual(s) who should receive updates and information about an employee's/household

member's criminal history and background check. This will enable e-mail notifications about employee's application status as it is being processed by the Criminal History Unit. If you have multiple operating locations, multiple contacts may be identified. Applicants will be required to select the appropriate contact when applying for a criminal history background check in the website.

- After these choices are made, your registration is placed in a queue. Criminal History Unit staff will review your registration and either approve or deny your registration. If there are any questions regarding your registration, the Criminal History Unit will contact you for clarification.
- Once the registration is approved, the agency id number is issued for your agency's use.
- The next time you log on, the "MY PROFILE" will display the assigned agency identification number.
- You must give this number to your employees/household members to use as the agency number when completing a criminal history background check application.

➤ **Logging on to the criminal history background check system will allow an Employer/Agency/ ICCP Child Care Provider to:**

- Modify employer contacts
- Look up and review background check information about its employees/household members
- Print clearance letters

➤ **Responsibility of the Employer/Agency/ ICCP Child Care Provider to Screen of Applicants**

- Employers of providers, contractors, household members or day care workers are responsible for screening applicants prior to them submitting an application to complete a Department criminal history background check and for making employment and client safety decisions. In addition,
  - Employer/Agency/ ICCP Child Care Providers are responsible for reviewing the results of the background check with their prospective employees/household members and making hiring and client safety decisions.
  - For employees/household members of providers, contractors, or day care centers, the Department will only review the background check results against the list of disqualifying offenses.
  - If a disqualifying offense is found or revealed, the Department will issue a denial. If other crimes or relevant records are found that are not disqualifying, the Department will issue two clearance letters.
    - One letter will be published to the applicant and will list all crimes found and any other relevant records or findings. This letter is only available for printing when the applicant logs on to the website.
    - A second version of the letter will be published to the employer only and it will list all crimes disclosed by the applicants, crimes found through state or other public records and other relevant findings. The employer Notice of Clearance will identify if crimes were found that are not public record these are identified as "OTHER" in the Notice of Clearance. It is the employer's responsibility to obtain this information from their employee. The applicant may or may not reveal the substance of those entries in the Notice of Clearance.
    - During the background check process, the Department also reviews all applicants against the adult and child protection registry and may issue a conditional denial if a relevant record is found.
    - **NOTE:** Obtaining a Department clearance is not a guarantee of employment or licensure by the Department. The agency/employer/license office will make the appropriate fitness determination prior to offering employment or granting a license.

➤ **Summary of Employer Responsibilities**

- Register as an Employer/Agency/ ICCP Child Care Provider in the Criminal History website.
- Select appropriate contact person(s) and select the types of services provided by the Employer/Agency/ ICCP Child Care Provider.
- Screen applicants when initiating the background check process in the website. The agency must review the applicant's disclosures on the website and, identify any disqualifying offenses that are revealed by the applicant. The agency must also review other applicant disclosures that the employer feels are relevant records that may pose a risk to the health or safety of

its clients. If the agency determines that such disclosures do pose a risk to the health or safety of their clients, they must prevent the person from continuing the background check process.

- Provide prospective employees/household members with the employer identification number assigned by the criminal history system, the contact person's name, and the types of services they are going to provide that require a criminal history background check.
- At the employer's discretion, an individual may be allowed to provide services once the application is signed and notarized, and the employer has reviewed the application for any disqualifying offenses or other relevant records.
- The applicant must hand-carry the printed/signed/notarized application (or a copy thereof) to their fingerprint appointment.
- Ensure timeframes are met. Fingerprints are required to be submitted to the Department within twenty-one (21) days of signing the application and having it notarized.
- Employers are responsible for reviewing the background check results by reviewing the Notice of Clearance and, if necessary, obtaining additional information from the applicant. The Department will only issue a denial if a disqualifying offense is identified, or may issue a conditional denial for a valid finding on the child or adult protection registry. The employer is responsible for making all other employment and client safety decisions.
- Ensuring all employees/household members complete the Department criminal history background check; or, the Idaho State Records Check for those applicants whose background checks are being transferred from a previous agency.
- At the Employer/Agency/ ICCP Child Care Provider discretion, the Department's criminal history background check is transferable if the individual changes employers for up to three years from the date of completion of the background check. If the employer elects to use a previously completed background check, the employer is required to, at a minimum:
  - Contact the Criminal History Unit to verify the employee's background check is within the three year time frame and is valid.
  - Request the criminal history unit add the Employer/Agency/ ICCP Child Care Provider to the applicant's previous records.
    - E-mail [crimhist@dhw.idaho.gov](mailto:crimhist@dhw.idaho.gov) , include:
    - the Employer/Agency/ ICCP Child Care Provider ID#,
    - Employee's name
    - Employee's Date of Birth (DOB)
  - Complete name based background check through the Idaho State Police (see form and process under the Idaho State Records Check tab in the Criminal History Unit website).
  - Employers may elect to require a Department background check on an employee at any time.

# Criminal History Unit Criminal History and Background Check Directions ([www.chu.dhw.idaho.gov](http://www.chu.dhw.idaho.gov))

## Step 1: REGISTER AS A NEW USER / CHILD CARE WORKER

Click on the NEW REGISTRATION button on the left menu to create a new user account. Your user name and password must be at least 8 letters or numbers without spaces. Please do not use special characters such as "@" ; "\$" ; " \* " , etc. to compose your password. Please remember and write down your user name and password. You will need it every time you log-on to this web page.

Please provide an email address for password assistance. If you forget your password, you can e-mail the criminal history unit at [crimhist@dhw.idaho.gov](mailto:crimhist@dhw.idaho.gov) and it can be reset for you. After registering, you will be automatically returned to the home page and be required to log on using your user name and password to complete your application.

## Step 2: LOG ON

## Step 3: GATHER NECESSARY INFORMATION

(Prior to applying, you will need to know specific information to include:)

- Agency/employer Identification Number
  - When asked for the Agency/Employer ID please include the one you created for yourself as well as the ICCP number **4412** and if appropriate the State Daycare Licensing number **4832**
- Any Arrests, convictions or citations
- Probation or parole information
- Involvement with child protection or adult protection investigations
- Driver's license information
- What type of services you will be providing which require a background check (check with your agency/employer to be sure)

## Step 4: COMPLETE AND SUBMIT AN APPLICATION

After clicking the "Complete Application" menu item to the left, follow the directions on each page and complete all necessary questions. When you have completed the application read the additional instructions. When you are satisfied that your form is complete, click the SUBMIT button at the bottom of the page.

## Step 5: SCHEDULE FINGERPRINT APPOINTMENT (or mail fingerprints and application)

After submitting your application, the buttons at the bottom of your last page will give you the option of choosing to schedule your fingerprint appointment at a DHW location, or mailing in your fingerprints and application

## Step 6: PRINT THE APPLICATION AND STATUS PAGE

Employees of an Agency/Employer: The final step for you is to print your background check Application itself. This is especially important if you are an employee of a provider. Printing the application will allow you to get it notarized. You can only start working once your agency/employer has reviewed your application and they have kept the original or a copy of it in their files. You only have 21 calendar days to work once your application is signed and notarized without the Department receiving your application materials and your fingerprints. You may not work beyond those 21 days if we have not received those materials and fingerprints. If your application materials and fingerprints are received by the Department, you may continue to work without interruption.

Printing your status page helps your agency/employer monitor the progress of your background check. You may do so if you wish to have a reminder of your appointment.

Applicants for Department licensure or certification: If you have made an appointment to be fingerprinted by us, you are not required to print the application. Any documentation will be printed for you if needed at the time of your appointment. If you are mailing your background check materials to us, please follow the mailing background check process described elsewhere on this site.

You may print the application status page if you wish to do so. This page is not required to process your background check.

# INSTRUCTIONS FOR SEARCH OF JUVENILE JUSTICE RECORDS

Daycare Licensing requires that every individual 13 years of age or older must complete a Department of Health and Welfare Criminal History Check and a check of all Juvenile Justice Records in all the counties that the individual has lived from the age of 13 through the age of 17. The parent/guardian is responsible for initiating these checks and for any costs associated.

## ◆ HOW TO COMPLETE THE FORM ◆

### Juvenile Court / Probation Office

- Fill in name and address of the court or probation office you are sending the records request form to. *Send a separate form to each location.*

### Name and Date of Birth of Minor Child

- Fill in the legal name and date of birth of the minor child you are requesting records for.

### Parent / Guardian

- Fill in the name, address and phone number of the parent/guardian completing and signing the form.

### Signature

- Both the minor child and parent/guardian are required to sign the records request form.

### Daycare Facility Name – Director/Owner Name

- Fill in the name of the daycare and the name of the person who is the director and/or owner of the daycare.

### Mail Form

- Mail completed records request form to each appropriate court or probation office.
- All records will be returned directly to you. You will then provide those records to:

IdahoSTARS, Daycare Licensing Program  
4355 W EMERALD ST STE 250  
BOISE IDAHO 83706-2072

Fax: 208-345-2973

Email: VS@IDAHOAEYC.ORG

**For additional information call the Idaho CareLine at 2-1-1 and ask to speak with daycare licensing vendor specialist.**

# AUTHORIZATION AND REQUEST FOR SEARCH OF JUVENILE JUSTICE RECORDS CHECK

Juvenile Court: \_\_\_\_\_

Probation Office: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

In accordance with Idaho Code Section 39-1105, every individual thirteen (13) years of age to eighteen (18) years of age who has unsupervised direct contact with children in a day care setting or who is regularly on the premises of a day care facility must complete a criminal history background check that includes a check of the juvenile justice records of adjudications of the magistrate division of the district court, county probation services, and department records("juvenile justice record").

**In accordance with the above Idaho Code, I am requesting a search of all juvenile justice records for the minor child identified below:**

Name of Minor Child: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City

State

ZIP Code

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Daycare Facility Name: \_\_\_\_\_

Signature of Minor \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY JUVENILE COURT**

**TO BE COMPLETED BY JUVENILE PROBATION**

No records revealed

No records revealed

Records Attached

Records Attached

Date of Search \_\_\_\_\_ Court Clerk Signature or Initials \_\_\_\_\_

**Please return this record request to the parent or guardian as listed above.**



IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**

## “ONGOING TRAINING” FACTS AND GUIDELINES

For the Purpose of Daycare Licensing

Idaho Statutes, Title 39, Chapter 11

39-1102. DEFINITIONS

(14) “**Training**” means continuing education in child development areas relating to child care. Training can be acquired through a variety of methods including, but not limited to, the viewing of audio visual materials, correspondence courses, community workshops and in-house training.

39-1119. **Training requirements.** The owner or operator of a daycare center shall ensure that each employee receives four (4) hours of ongoing training every twelve (12) months after the employee's hire date.

16.06.02 Rules Governing Standards for Child Care Licensing

340. **Daycare Center Training Requirements.**

Each owner or operator of a daycare center licensed by the Department must receive and ensure that each staff member receives and completes four (4) hours of ongoing training every twelve (12) months after the staff member's date of hire.

01. **Child Development Training.** Training must be related to continuing education in child development.

02. **Documented Training.** It is the responsibility of the owner or operator of the daycare center to ensure that each staff member has completed four (4) hours of training each year. The training must be documented in the staff member's record.

03. **Pediatric Rescue Breathing, Infant-Child CPR and First Aid Treatment Training.** Pediatric rescue breathing, infant-child CPR, and first aid treatment training will not count towards the required four (4) hours of annual training.

04. **Staff Training Records.** Each owner or operator of the daycare center is responsible for maintaining documentation of staff's training and may be asked to produce documentation at the time of license renewal.

*Who makes the determination that training meets requirements for daycare licensure?*

IdahoSTARS is the contracting agency responsible to review training documentation to ensure it complies with daycare licensing requirements. This guideline is intended to help daycare owners and operators have a better understanding of what training meets these requirements. The final determination of whether training meets licensing requirements rests with Health and Welfare.

*What kind of training meets on-going training requirements for daycare licensure?*

Formally organized learning events involving face-to-face interaction with a teacher for the purpose of accomplishing specific learning objectives, such as courses, workshops, conferences, practice oriented seminars, staff development, and training activities. Closed circuit T.V., educational DVD/video and audio tapes, internet based courses, and correspondence courses may be substituted for face-to-face contact if the course is interactive or requires an examination. The training must also be research-based and cover areas related to child development.

### ***What kind of training meets on-going training requirements for daycare licensure? (cont.)***

Courses that are part of the curriculum of a university, college, or other educational system will be allotted training hours at the rate of fifteen (15) training hours for each semester hour or ten hours for each quarter hour of school credit awarded. The participant must have a passing grade (pass/fail) or a letter grade of C- or higher for training hours to be awarded.

All training subject matter must be relevant to child development and the practice of providing daycare. Training that meets daycare licensing requirements could fall under one or more of the following categories as it relates to the care of children:

Child growth and development: Knowledge and understanding of developmental stages, processes, theories, and their implications for work with children and families. Current information in the field of early childhood education and child development.

The environment, curriculum and practice: Developmentally appropriate practice that supports physical, social-emotional, cognitive, and creative development.

Character building and development: Ability to identify developmentally appropriate behavior with a variety of positive guidance strategies that promote self-regulation, respect for others, and meet the needs of all children.

Relationships with families: Building collaborative relationships with families and community resources to maximize support and services for each child and family

Observing, recording, and assessing child outcomes: Understanding the how and why of observing children and utilization of informal, authentic, and formal assessment techniques as a tool for curriculum planning, goal setting for individuals in partnerships with parents, and preparation of the learning environment to enhance growth and learning

Health, Safety, and Nutrition: Ensure child safety, promote health practices, and recognize and report child abuse and neglect.

Special needs: Knowledge and understanding of developmental stages, processes, theories and their implications for work with children with disabilities and their families and to provide inclusive opportunities

Protective Factors: Knowledge and understanding of protective factors, protective capacities, and their role in preventing child abuse.

### ***What kind of training does not meet the training requirements for daycare licensure?***

Activities such as reading a self-help book or magazine article, attending a staff meeting, watching a movie or television show. Training subject matter that is not related to the practice of providing child care, such as:

Training related to program operation and administration: Knowledge of regulations, policies, and quality standards that apply to the program is a requirement of obtaining and maintaining an Idaho daycare license, but does not count toward training hours. Training on how to organize, evaluate and implement regulations and standards to enable a quality environment does not meet these requirements either.

Training related to leadership development and advocacy: Making a commitment to the early childhood profession by advocating for quality programs and services.

### ***What kind of documentation do I need?***

Trainings should provide participants with some form of documentation, such as certificates of completion, certificates of attendance, certificates of continuing education, grades, test scores, etc. Documentation must include the number of training hours credited.

If you have any questions regarding training requirements, please contact your Daycare Licensing Vendor Specialists by calling the Idaho Careline @ 2-1-1 or 1-800-926-2588.



## **RECORD REQUIREMENTS FOR STAFF AND OTHER INDIVIDUALS**

STANDARDS FOR CHILD CARE LICENSING INCLUDE RECORD-KEEPING OF DAYCARE STAFF AND OTHER INDIVIDUALS

Each owner or operator of a daycare center, group daycare facility or family daycare home voluntarily licensed by the Department must maintain a current list covering the previous twelve-month period of all staff and other individuals thirteen (13) years of age or older who have unsupervised direct contact with children or are regularly on the premises.

The list must specify, at a minimum, the following:

- Legal Name
- Proof of Age
- Phone Number
- Verification of Criminal History and Background Check Clearance
- Result of Juvenile Justice Records (when applicable)
- Verification of Certification of Pediatric Rescue Breathing, Infant-Child CPR & First Aid  
Certification must be obtained from a certified instructor – online infant/child CPR and first aid training is not acceptable.
- Record of Hours - this is to include the times, dates and hours on the premises each day
- Record of Training - Centers Only (Please refer to the “Ongoing Training” Facts and Guidelines for details)

## **CHILD RECORD REQUIREMENTS**

STANDARDS FOR CHILD CARE LICENSING INCLUDE RECORD-KEEPING FOR EACH CHILD IN ATTENDANCE.

Each owner or operator of a daycare center, group daycare facility or family daycare home voluntarily licensed by the Department, must maintain a record for each child in attendance covering the previous twelve-month period.

The record must contain, at the minimum, the following:

- Child’s Full Name
- Date of Birth
- Parent or Guardian’s Name, Address and Contact Information
- Emergency Contact Information
- Child’s Health Information, to include:
  - a. Immunization record or waiver of exemption form or statement
  - b. Any medical conditions that could affect the care of the child
  - c. Medications the child is taking or may be allergic to
- Record of Attendance - this is to include the times, dates and record of attendance each day

# PROOF OF COMPLIANCE WITH LOCAL ORDINANCES RELATED TO DAYCARE

Your city or county may have local ordinances related to daycare which cover Building Codes, Electrical Codes and Planning and Zoning Codes.

Proof of Compliance with Local Ordinances must be submitted with the daycare license application.

These documents consist of:

- ✚ Business Licenses
- ✚ Home Occupation Certificates
- ✚ Special Use Permits
- ✚ A letter from your city or county stating you are in compliance with local ordinances.

If you have any questions regarding local ordinance requirements, please contact your Daycare Licensing Vendor Specialists by calling the Idaho Careline @ 2-1-1 or 1-800-926-2588

- ◆ 16.06.02 Rules Governing Standards For Child Care Licensing ◆

## 321. APPLICATION FOR DAYCARE LICENSE OR RENEWAL.

Any individual applying for licensure as a daycare center, group daycare facility, or family daycare home voluntarily licensed by the Department must be at least eighteen (18) years of age. The applicant must apply on forms provided by the Department and must provide information required by the Department set forth in the following Subsections 321.01 through 321.10.

03. Inspection Reports. The following reports must be submitted to the Department with the application:

- a. Proof that the proposed facility meets local building code, where required;
- b. Proof that the proposed facility meets local electrical code, where required;
- c. Proof that the proposed facility meets fire code, where required; and
- d. Proof that the facility meets local planning and zoning requirements.



# VERIFICATION OF PEDIATRIC CPR AND PEDIATRIC FIRST AID

Certifications in Pediatric Rescue Breathing, Infant-Child CPR and First Aid Treatment must be submitted with your daycare license application.

Certification needs to be completed through a course offered by a certified instructor.

On-line courses are not acceptable.

♦ Idaho Statutes, Title 39, Chapter 11 ♦

**39-1109. safety standards.** (1) Daycare facilities shall comply with the following safety standards in the area of the daycare facility in which daycare is provided:

(g) The owner or operator of a daycare facility shall ensure that at all times children are present, at least one (1) adult on the premises has current certification in pediatric rescue breathing and first-aid treatment from a certified instructor.

If you have any questions regarding Pediatric CPR and Pediatric First Aid requirements, please contact your Daycare Licensing Vendor Specialists by calling the Idaho Careline @ 2-1-1 or 1-800-926-2588

♦ 16.06.02 Rules Governing Standards For Child Care Licensing ♦

## 330. STAFF AND OTHER INDIVIDUAL RECORD REQUIREMENTS.

Each owner or operator of a daycare center, group daycare facility, or family daycare home voluntarily licensed by the Department must maintain a current list covering the previous twelve-month period of all staff and other individuals thirteen (13) years of age or older who have unsupervised direct contact with children, or are regularly on the premises. The list must specify, at a minimum, the following:

**07. Certification.** Verification of Pediatric Rescue Breathing, Infant-Child CPR, and First Aid Treatment certification from a certified instructor, when applicable.



# PROOF OF LIABILITY AND FIRE INSURANCE

Proof of Liability and Fire Insurance must be submitted with the daycare license application.

♦ 16.06.02 Rules Governing Standards For Child Care Licensing ♦

321. Application For Daycare License Or Renewal.

Any individual applying for licensure as a daycare center, group daycare facility, or family daycare home voluntarily licensed by the Department must be at least eighteen (18) years of age. The applicant must apply on forms provided by the Department and must provide information required by the Department set forth in the following Subsections 321.01 through 321.10.

04. Proof of Insurance. The applicant must provide proof of current fire and liability insurance coverage for the daycare facility.



If you have any questions regarding Insurance or Fire Inspection requirements, please contact your Daycare Licensing Vendor Specialists by calling the Idaho Careline @ 2-1-1 or 1-800-926-2588

## COPY OF APPROVED FIRE INSPECTION

A copy of your approved Fire Inspection must be submitted with the daycare license application.

♦ Idaho Statutes, Title 39, Chapter 11 ♦

39-1104. Application for license – Fire safety and health inspections.

(1) Application. A person who wishes to operate a daycare facility shall be a minimum of eighteen (18) years of age, shall submit an application on the forms provided by the department, and shall obtain the required certificates of inspection as provided herein.

(2) Inspections. A person who wishes to operate a daycare facility shall submit: (a) a certificate of a fire inspection of the proposed center, conducted by a fire department or fire district official, establishing compliance with the minimum standards specified in section 39-1109, Idaho Code.

♦ 16.06.02 Rules Governing Standards For Child Care Licensing ♦

321. Application For Daycare License Or Renewal.

Any individual applying for licensure as a daycare center, group daycare facility, or family daycare home voluntarily licensed by the Department must be at least eighteen (18) years of age. The applicant must apply on forms provided by the Department and must provide information required by the Department set forth in the following Subsections 321.01 through 321.10.03.

Inspection Reports. The following reports must be submitted to the Department with the application: (4-7-11)

c. Proof that the proposed facility meets fire code, where required.



www.cpsc.gov

# Child Care Providers

## Your Guide to New Crib Standards

Beginning **December 28, 2012**, any crib provided by child care facilities and family child care homes must meet new and improved federal safety standards. The new standards take effect for manufacturers, retailers, importers and distributors on **June 28, 2011**, addressing deadly hazards previously seen with traditional drop-side rails, requiring more durable hardware and parts and mandating more rigorous testing.

### What you should know...

- **This is more than a drop side issue. Immobilizing your current crib will not make it compliant.**
- **You cannot determine compliance by looking at the product.**
- **The new standards apply to all full-size and non full-size cribs including wood, metal and stackable cribs.**
- **If you purchase a crib prior to the June 28, 2011 effective date and you are unsure it meets the new federal standard, CPSC recommends that you verify the crib meets the standard by asking for proof.**
  - o Ask the manufacturer, retailer, importer or distributor to show a Certificate of Compliance. The document must:
    - Describe the product
    - Give name, full mailing address and telephone number for importer or domestic manufacturer
    - Identify the rule for which it complies (16 CFR 1219 or 1220)
    - Give name, full mailing address, email address and telephone number for the records keeper and location of testing lab
    - Give date and location of manufacture and testing
  - o The crib must also have a label attached with the date of manufacture

### What you should do...

- **All child care facilities, family child care homes, and places of public accommodation:**
  - o Must prepare to replace their current cribs with new, compliant cribs before December 28, 2012.
  - o Should not resell, donate or give away a crib that does not meet the new crib standards.
- **Dispose of older, noncompliant cribs in a manner that the cribs cannot be reassembled and used.**
- **Noncompliant cribs should not be resold through online auction sites or donated to local thrift stores. CPSC recommends disassembling the crib before discarding it.**



Pub.5023  
042011



Official Use Only-Application Received:

DAYCARE LICENSE APPLICATION

NEW Application RENEWAL Application CHANGE OF ADDRESS CHANGE TYPE OF LICENSE

Table with 2 columns and 2 rows detailing daycare center types and fees: Large Daycare Center (\$325), Small Daycare Center (\$250), Group Daycare Facility (\$100), Family Daycare Home (\$100).

An OCCUPANT LOAD is the maximum number of individuals (children and adults) to occupy the areas used for daycare purposes. The occupant load is determined by the local fire official or designee and is included on a daycare license.

NOTE: The Maximum Number of Children In Attendance can be limited by occupant load, type of license, the number of your own children present and local requirements.

Facility Information

Form fields for Facility Information: Business Name, Owner Name, Facility Street Address, City, State, Zip Code.

Facility Mailing Address - If different from above

Form fields for Facility Mailing Address: Name, Street Address, City, State, Zip Code.

Contact Information

Form fields for Contact Information: Primary Phone, Secondary Phone, Email Address-Important!

List all Owners, Operators, Employees, and All Other Individuals age 13 years and older who have direct contact with children or that are regularly on the facility premises more than 12 hours per month.

❖ Please Complete **ALL** Areas Below For Each Individual Listed ❖

Name	Date of Hire (Month & Year)	Date of Birth	Last 4 digits of Social Security #	Relationship or Position at Facility
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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16				
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23				
24				

## Certification of Understanding

I hereby apply for a daycare license as indicated above in accordance with Idaho Code Title 39, Chapter 11.

**I do hereby state that I have thoroughly read and reviewed the IDAPA 16.06.02 RULES GOVERNING STANDARDS FOR CHILD CARE LICENSING and I am prepared to comply with all of its provisions.**

*I understand* that my facility must remain in compliance at all times with fire, safety and health requirements, and all owners, operators, and staff; and all other individuals thirteen (13) years of age or older who have unsupervised direct contact with children (or) all other individuals thirteen (13) years of age or older who are regularly (12 OR MORE HOURS PER MONTH) on the premises, must have successfully completed and received a clearance for a Department criminal history and background check.

*I understand* that I am to disclose by written statement, any revocation or other disciplinary action taken or in the process of being taken against myself as a daycare provider in Idaho or any other jurisdiction.

*I understand* that this document serves as the formal request upon which a decision to issue me a daycare license will be based. I agree, for the purpose of determining compliance with daycare licensing rules established by the Department of Health and Welfare and Idaho State licensing laws, to allow the Department access to the premises for re-inspection at any time during the licensing period.

*I authorize* investigation of all statements contained herein and understand that misrepresentation or omission of facts may result in denial of my application.

**I do hereby state that the information provided on this application is true and correct to the best of my knowledge.**

Signature \_\_\_\_\_  
*Owner (or) Legally Responsible Representative*

Date \_\_\_\_\_

Signature \_\_\_\_\_  
*Additional Owner (or) Legally Responsible Representative (If Applicable)*

Date \_\_\_\_\_

## Please submit to:

**IDAHOSTARS  
VENDOR SPECIALISTS  
4355 W EMERALD ST STE 250  
BOISE, ID 83706**

OR

**FAX: 208-345-2973**

OR

**EMAIL: [VS@IDAHOAAYC.ORG](mailto:VS@IDAHOAAYC.ORG)**