

## Instructions for Day/Child Care License Application

- Review the code, rules and requirements for the type of license/certification you are applying for.
- Contact the local fire department and schedule a fire inspection.
- Contact the health district in your area to schedule a health and safety inspection.
- Use the link on the previous page to download information required for criminal history and background check. Schedule an appointment for persons listed in Sections 3.
- Download and print the application form.
- Please use the following directions to complete the application form.

### Section 1: License Type

Check the type of license you are applying for. Please note each child in the setting counts as one (1) child. Each child includes relatives, friends, neighbors, foster children and provider's children.

### Section 2: Applicant Information

Fill in all fields. Please note that a working phone is required for a license.

### Section 3: Provider, Other Adults and Youth in Home, Substitute Caregivers, Volunteers and Frequent Visitors

Please list the person applying for license on line #1 followed by all adults in home, youth between the ages of 12 and 18, substitute caregivers, volunteers, frequent visitors and all others who have unsupervised contact with children in the setting. Information must be complete in order to process license. *Please see link to schedule appointments for required criminal history and background checks.*

### Section 4: All Children Living in Home (under age 12)

List all children living in the home including foster children and children placed in your care for a temporary period of time.

### **Submitting Your Application for Licensure (Voluntary or Required)**

- Application form is complete with date and signature
- Copy of health and safety inspection
- Copy of fire inspection
- Copy of criminal history and background check for each person listed in Section 3. If the results are not available when all inspections are completed, you may mail all of the documents to your nearest Department of Health and Welfare Office.

### **Submitting Your Application for Certification (7-12 Children)**

- Application form is complete with date and signature
- Copy of fire inspection

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- Copy of criminal history and background check for each person listed in Section 3 and youth bet Copy of criminal history and background check for each person listed in Section 3. If the results are not available when all inspections are completed, you may mail all of the documents to your nearest Department of Health and Welfare Office.

Note: The license or certification will not be issued and mailed to you until everything is complete. Criminal history and background checks may take up to 60 days for processing. Once your license is mailed to you, the license must be posted in a conspicuous place.

### Education/Training

Four (4) hours of education/training is required for staff every 12 months.

It is your responsibility to mail or deliver all documents to the Department of Health and Welfare. Update all criminal history and background checks for changes in Section 3 during the two year period in which your license is active. Please also notify the Department of Health and Welfare if you discontinue caring for children. Training information is due annually to the Department.

Thank you.