

#### **IV. PROCEDURES FOR LICENSURE**

##### **A. Applying for a License**

Anyone interested in becoming licensed to operate a family child care home should contact the Division of Child Development or one of the child care resource and referral agencies. Those who request information about the licensing requirements are first sent an Application Packet which contains age and education requirements, an operator checklist, application forms, and a printed materials order form.

The Division recommends that potential family child care home providers attend a prelicensing workshop to receive an overview of the family child care home law and rules. The workshop focuses on licensing information, region-specific zoning and sanitation requirements, and detailed information regarding start-up and operation as it relates to budgeting for quality care.

A Regulatory Services Section Licensing Consultant works with the family child care home operator throughout the licensing process. When it is determined that the applicant is in satisfactory compliance with all applicable child care requirements, a one star family child care home license is issued.

The license is not transferable from one provider to another nor can it be moved from one location to another. Failure to notify the Regulatory Services Section Licensing Consultant and the LPA when a licensed home moves to a new location may result in nonpayment until the Licensing Consultant approves the new location.

##### **B. Visits to Family Child Care Homes**

When complaints are received about a family child care home, the investigation will normally include an unannounced visit to the home. Unannounced annual visits will also be made by the Regulatory Services Section Licensing Consultant to all family child care homes to monitor continued compliance with licensing regulations.