

# NEW Director Orientation & New License/Registration Issue Process

*For Family Child Care, Group Child Care, Child Care Center*



## Application for new programs

Available on-line and as a request from Child Care Licensing (CCL). Child Care Resource and Referral agency will provide information as needed.



## Pre-Service Training (PS # issued upon completed application)

- Pre-service requirement
  - Infant, Child, and Adult CPR/First Aid Certification-Upload to [ECP Registry Account](#)
  - [Infant Safety Essentials](#) - 2 hours
  - [Practitioner Registry](#) application submitted



## Pre-Inspection (for new license/registration issued)

- Before providing child care
  - Building, fire, sanitation review/inspection
  - Consultation by CCL and completion of paperwork and background checks



Provisional License/Registration issued for new programs  
(may provide child care)



## Management Training

*Completed within 60 days of Provisional License or Role Type Change*

- Program Management Essentials for Directors - 3 hours through any CCR&R Agency: Check the [Statewide Training Calendar](#) for scheduled PME courses



## Health and Safety Required Professional Development

*Completed within 90 days of Provisional License or Role Type Change*

- [New Staff Health & Safety Orientation](#) - 6 hours
- [Together We Grow](#) - 3 hours
- Early Childhood Essentials - 3 hours through any CCR&R Agency: Check the [Statewide Training Calendar](#) for scheduled ECE courses



Regular License/Registration issued for new programs, based on full compliance, OR new Director receives approved status.