

# 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 Safety Essentials \*\*
  - CPR/First Aid Certification
  - Practitioner Registry application submitted



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

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



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



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

- Program Management Essentials for Directors



**Health and Safety Required Professional Development**  
*Completed within 90 days of Provisional License or Role Type Change*

- Prevention and Control of Infectious Diseases & Immunizations
- Medication Administration in Child Care Part I
- YIKES Disaster Planning-Emergency Preparedness
- Protecting Children from Harm
- Child Abuse and Neglect: Mandatory Reporting
- Together We Grow
- Early Childhood Essentials



\*\*School  
Age Care  
Exception

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

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