

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
 - Infant Safety Essentials **
 - 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



Health and Safety Required Professional Development

Completed within 90 days of Provisional License or Role Type Change

- New Staff Health & Safety Orientation – 6 hours www.childcaretraining.org
- Together We Grow – 3 hours www.childcaretraining.org
- Early Childhood Essentials – 3 hours *in-person at local CCR&R*



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