

## How to Become a Licensed Family Child Care Home Tip Sheet

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### Attend a Licensing Orientation (Family Child Care Home)

- If you haven't completed a Family Child Care Home Orientation in the last 12 months, please register for it below.
- Click [here](#) for more information.
- Click [here](#) to register for the online orientation.
- Click [here](#) to register for the live virtual orientation.
  - Please follow the instructions on the webpage.
  - You must contact (510) 622-2602 to register over the phone.
  - There is a **\$25 nonrefundable orientation fee**.
  - Payment may be made by cashier's check, money order, or personal check payable to **CDSS-CASHIER**.

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### Complete an application to be licensed (7 pages total)

Please refer to [Licensing Application & Instructions](#).


Please find the following licensing application pages on the [CDSS website](#).

#### Licensing Application (7 pages) -

1. LIC 279 – Application for a Family Child Care Home License
2. LIC 279B – Current Children in Your Home
3. LIC 610A – Emergency Disaster Plan
4. LIC 999A – Facility Sketch (Floor & Yard)
5. LIC 9108 – Statement Acknowledging Requirement to Report Child Abuse
6. *This only applies to those that rent their homes:*
  - a. LIC 9151 – Landlord Notification  
If you wish to care for only 6 children  
**OR**
  - b. LIC 9149 – Landlord Consent Form  
If you wish to care for up to 8 children, you'll need your landlord's consent/signature.
7. LIC 9217 – Pre-licensing Readiness Guide

#### Please note:

- If you are renting a home, you must submit **LIC 9151 - Landlord**

	<p><b>Notification</b> as proof of landlord notification so that you may care for up to 6 children. <i>Landlord signature is not required.</i></p> <ul style="list-style-type: none"> <li>If you wish to <u>care for up to 8 children</u>, they must have their landlord sign <b>LIC 9149 - Landlord Consent Form</b>.</li> <li>If you own your home, they will want to see a copy of your deed.</li> </ul>
<input type="checkbox"/>	<p><b>Complete - Infant/Pediatric CPR, AED &amp; 1<sup>st</sup> Aid (8 hours)</b></p> <ul style="list-style-type: none"> <li>Please check out the following websites for these courses. <ul style="list-style-type: none"> <li><a href="#">EMSA Approved First Aid &amp; CPR Training Programs</a></li> <li><a href="#">Hively Training Calendar</a></li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>Complete - Preventive Health &amp; Safety (8 hours)</b></p> <ul style="list-style-type: none"> <li>Hively offers Preventive Health &amp; Safety courses. Keeping children of all ages safe and healthy is one of the most important tasks of child care providers. Whether children are in center- or home-based care, providers are responsible for ensuring safety both inside and outside their child care setting.</li> <li><a href="#">Hively Training Calendar</a></li> <li><a href="#">EMSA Approved Preventive Health &amp; Safety Training Programs</a></li> </ul>
<input type="checkbox"/>	<p><b>Complete - Mandated Reporter Training</b></p> <ol style="list-style-type: none"> <li>You can complete this online at <a href="https://mandatedreporterca.com/">https://mandatedreporterca.com/</a> <ul style="list-style-type: none"> <li><b>Please note:</b> You will need to <u>complete “General Training (4 hours)”</u> and the <u>“Child Care Providers (3 hours)”</u> in order to complete the Mandated Reporter Training (total 7 hours).</li> <li>Please note that it is required that you complete <b>both</b> modules every two years.</li> <li>This training is offered in English &amp; Spanish.</li> <li>If you selected, “Child Care Providers,” you shouldn’t have to pay a fee to retrieve your certificate. <ul style="list-style-type: none"> <li>-  <a href="#">Online Mandated Reporter Training Guide.pdf</a></li> </ul> </li> </ul> </li> <li>CocoKids offers the Mandated Reporter Training (English) over Zoom. Please see their training and events calendar for future trainings: <a href="https://www.cocokids.org/events/category/cocokids-training-events/list/">https://www.cocokids.org/events/category/cocokids-training-events/list/</a></li> </ol>

<input type="checkbox"/>	<p><b><u>Must attach copies of the following certificates/records with your completed licensing application:</u></b></p> <ul style="list-style-type: none"> <li>• Licensing orientation certificate</li> <li>• Infant/Pediatric CPR &amp; 1<sup>st</sup> Aid certificate (8 hours)</li> <li>• Health &amp; Safety Preventive certificate (8 hours)</li> <li>• Mandated Reporter Training certificate</li> <li>• Immunization Records with proof of:             <ul style="list-style-type: none"> <li>o TB Test (cannot be more than 1 year old)</li> <li>o Whooping Cough (Pertussis) (Tdap)</li> <li>o Measles &amp; Rubella</li> <li>o Flu (You may provide a letter if you decline the Flu shot)</li> </ul> </li> </ul> <p><b>Please note:</b></p> <p>Anyone over the age of 18 living in the household must also submit their:</p> <ul style="list-style-type: none"> <li>• Proof of TB</li> </ul>
<input type="checkbox"/>	<p><b>Anyone over the age of 18 living in the household?</b></p> <p>If <b>Yes</b>, individuals <u>must also</u> complete:</p> <ol style="list-style-type: none"> <li>1. Proof of TB</li> <li>2. Complete LiveScan Fingerprints (Do <b>not</b> complete this until you are instructed to do so by Community Care Licensing).</li> </ol> <p>Please <b>do not</b> complete your LiveScan Fingerprinting <b>until</b> you receive a letter from community care licensing instructing you to do so.</p>
<input type="checkbox"/>	<p><b>You can either mail or drop off your completed application &amp; supplemental documents to:</b></p> <p style="text-align: center;">Community Care Licensing 1515 Clay Street #1102, Oakland, CA 94612</p>
<input type="checkbox"/>	<p><b>You must prepare a check or money order for the application.</b></p> <ul style="list-style-type: none"> <li>• Small family child care home's one-time application fee is \$73.</li> <li>• Large family child care home's one-time application fee is \$140.</li> </ul> <p style="text-align: center;"><b>Make check or Money Order payable to:</b> CA Department of Social Services</p>



## RESOURCES

Community Care Licensing  
1515 Clay Street #1102, Oakland, CA 94612  
Number: (510) 622-2602

- [CDSS Resources for Providers](#)
- [Family Child Care Providers - Informative Videos](#)
- [Family Child Care Home Provider Requirements](#)
- [Family Child Care Home Capacity Requirements](#)
- [Child Care Aware](#)
- [Child Care Law Center](#)
  - o (415) 558-8005

## TIPS

- Please **do not** complete your LiveScan Fingerprinting **until** you receive a letter from community care licensing instructing you to do so.
- Once you're licensed, please feel free to [subscribe](#) to receive Provider Information Notices (PIN) from Community Care Licensing.
- Once you're licensed, please feel free to contact your local Resource and Referral Agency for programs and services.
  - o **Hively** services Dublin, Livermore, Pleasanton and Sunol.
  - o (925) 417-8733
  - o [www.behively.org](http://www.behively.org)