

## FAMILY CHILD CARE CERTIFICATION CHECKLIST

**This checklist will help you navigate the process of obtaining a family child care certificate. This checklist is for your use only and should not be submitted. If you have any questions:** Please give your licensing specialist a call. To find out who is your licensing specialist is, please call 287-9300 or 1-800-791-4080 and ask for Child Care Licensing.

The following requirements may be completed in any order. However, the starred (\*) items should be given priority.

\_\_\_\_\_ **\*Obtain landlord approval** in writing if you rent or lease.

\_\_\_\_\_ **\*Complete Town/City permitting process** if required by your locality or obtain proof in writing that a permit is not required.

\_\_\_\_\_ **\*Complete and submit application, fee and floor plan** along with Authorization for Release of Personal History Information (listed on the back of the application). Be sure to include any legal history that may be revealed from background checks; inaccurate reporting may result in immediate denial of your application.

**Please Note: If your check is returned to us due to insufficient funds, the certification process will be suspended until payment is received and processed.**

\_\_\_\_\_ After you submit your application, **the Licensing Office will contact the State Fire Marshal's Office (SFMO) to request a visit to your home.** After his/her visit, the Fire Marshal may send you a List of Deficiencies and ask you for a Plan of Correction. **Licensing cannot proceed until your home has passed the fire marshal's inspection.**

SFMO Phone: 626-3880

A guide to fire safety in childcare: <http://www.maine.gov/dps/fmo/inspections/nursery.html>

\_\_\_\_\_ **Give reference forms included in the application packet to three people who are not related to you.** References should be familiar with your ability to work with children and should send completed forms to Child Care Licensing at DLRS, 41 Anthony Ave., Augusta 04333-0011.

\_\_\_\_\_ **\*Register for Infant, Child and Adult CPR and First Aid Training.** The Red Cross, Heart Savers, local hospitals and rescue organizations have information about trainings available in your area. Provide proof of CPR/First Aid certification to the Licensing Specialist. Courses that occur **completely** online are not accepted.

\_\_\_\_\_ **\*Register for Pre-Service Training (Getting Started – an Orientation to Family Child Care).** Provide proof of completion of the course to your licensing specialist. It is offered at <http://ecetrainingcalendar.muskie.usm.maine.edu/public/main.aspx>

\_\_\_\_\_ **\*If you selected on your application that you use a private water source, the Licensing Office will request a water test kit to be sent directly to you.** Refer to the directions included in the kit and submit the water sample.

\_\_\_\_\_ **Read the “Rules for the Certification of Family Child Care Providers, Effective Date July 1, 2009”.** The Rulebook can be found at <http://www.maine.gov/dhhs/dlrs/Licensing/children/daycare-nursery.html>

**YOUR LICENSING SPECIALIST WILL:**

**Contact you shortly after you have sent in your application.** She/he will ask about your progress in completing the above and your proposed opening date. The Licensing Specialist will make an appointment to visit your home. She/he will inspect the entire home and grounds for safety.

**Provide sample forms** such as Medication Permission and Child Record forms.

**Provide resource information** useful to Child Care Providers.

**Perform a lead hazards survey.** Please see information about lead included in the application packet.

**Inform you of what needs to be done in order to qualify for a certificate.** A Licensing Specialist will give you a copy of his/her Provider Assessment which lists items pending. If all requirements for certification have been met, the Licensing Specialist will recommend certification subject to supervisory approval.