

You have now completed the Licensing Orientation for Family Child Care Home Providers.

Before you are able to submit your application to become a licensed provider, you must complete the *First Steps Pre-service Training* offered by the Center for Early Learning Professionals as described in the module you just watched. To qualify for that training series, you must submit the following documents to DHS:

- A certificate of completion from this Orientation module
- Proof of GED or High School Diploma
- Fingerprint Results for the provider and any members of the household that are over the age of 18. Download the required *Fingerprint Affidavit*.
- Landlord Permission Slip or Proof of House Ownership – landlord permission slip must be the original copy (use DHS form), signed in the last 30 days, and notarized. Proof of home ownership may include a Mortgage bill with address OR Title or deed of house with address
- A written statement declaring that applicant is not planning to move within the next year.

Submit within a complete package to:

Child Care Licensing Unit Department of Human Services
25 Howard Ave, Building 57
Cranston, RI 02920

The DHS Child Care Licensing Unit will review the documents submitted in the package; confirm its receipt with the sender; add the sender's name to the list of referrals to attend the *First Steps Pre-Service Training* by The Center.

An assigned Instructor from the *First Steps Pre-Service Training* will contact the sender with detailed information about the training and the next steps to take.