



Thank you completing the ***Licensing Orientation for Family Child Care Providers*** webinar on the ***Center for Early Learning Professionals (CELP)*** website. As you may recall from the webinar, this is an initial requirement to operating a child care in your home. The next step towards becoming licensed is to submit documentation to DHS. The documents listed below **are required** to become licensed. Upon receipt of your completed packet, you will be added to next ***First Steps*** training, which is also offered by the ***Center for Early Learning Professionals (CELP)***. ***First Steps*** is a virtual course offered to a group of potential providers in which ***CELP*** assists you in completing your application and provides required trainings. However, you cannot join ***First Steps*** without first submitting the required documents listed below. Please contact the Office of Child Care Licensing email with any questions ([DHS.ChildCareLicensing@dhs.ri.gov](mailto:DHS.ChildCareLicensing@dhs.ri.gov)).

As a reminder, you **have one year from the date on your orientation certificate** to become licensed. We encourage potential providers not to wait until last minute, as inspections and other application pieces may take time.

1. ***Proof of GED or High School Diploma***
2. ***Fingerprint Results for the provider and any members of the household that are over the age of 18. Emergency Assistants and Assistants can be completed with the application. [See attached fingerprint affidavit.](#)***
3. ***Copy of your orientation certificate***
4. ***Landlord Permission Slip or Proof of House Ownership – landlord permission slip must be the original copy ([see attached Landlord Permission](#)), signed in the last 30 days, and notarized. Proof of home ownership may include: Mortgage bill with address  
Or Title or deed of house with address***
5. ***A written statement declaring that applicant is not planning to move within the next year.***

These required documents can be sent to:

**Rhode Island Department of Human Services  
Office of Child Care Licensing Team  
Louis Pasteur Building 57  
25 Howard Avenue  
Cranston, RI 02920**