



Thank you for your interest in obtaining a *Family Child Care Homes License* and completing Part-One and Part-Two of the **DHS and CELP Asynchronous Family Child Care Orientation** by the Department of Human Services (DHS) – Licensing Department in collaboration with the Center for Early Learning Professionals.

Before enrolling in an upcoming First Steps Pre-service Training please submit the following required documents to:

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

1. ***Certificate of Completion of the Licensing Orientation Overview by DHS*** for future providers
2. ***Certificate of Completion of the Licensing Orientation Overview by CELP*** for future providers
3. ***Proof of GED or High School Diploma***
4. ***Fingerprint Results for the provider and any members of the household that are over the age of 18.*** Download the required *Fingerprint Affidavit*. (Emergency Assistants and Assistants can be completed with the application).
5. ***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
6. ***A written statement declaring that applicant is not planning to move within the next year.***

Once we receive your packet of information, we will email you confirming receipt. You will then be added to the next available First Steps Pre-service Training available. You will receive an email with detailed information from the Instructor from CELP about the First Steps Pre-service Training registration, participation, and schedule.

Please email the Child Care Licensing Unit at DHS.ChildCareLicensing@dhs.ri.gov or call at 401-462-3009 if you have any questions regarding this process. Thanks again for choosing to become a Family Child Care Provider!

Thank you,
Nicole Chiello
Child Care Administrator
Licensing & Regulations (DHS)