



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 gather required documentation to submit to DHS through the Rhode Island Early Start System (RISES).

Upon completion of setting up your account as an owner/organization in RISES, 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 potential providers in which ***CELP*** assists you in completing your application and provides required trainings. However, you cannot join ***First Steps*** without first gathering the required documents listed below to have ready when setting up your **Organization/Owner** account in **RISES**. Please contact the Office of Child Care Licensing email with any questions (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 the 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.**