

Potential Family Child Care Provider Checklist

The checklist below outlines the documentation you will need to obtain your license. Please review each item carefully and keep this list in mind as you move through the licensing process. You will receive assistance in submitting this documentation through your RISES account from your assigned Technical Assistant once you begin the First Steps course.

Provider Documents:

- ☐ Copy of GED or High School Diploma
- ☐ [Notarized Landlord Permission Form](#) OR Proof of Home Ownership
- ☐ A written statement declaring that the applicant is not planning to move within the next year
- ☐ Fingerprint results for
 - The provider
 - All individuals who reside in the home and are 18 or older
- ☐ [DCYF Clearance Request](#) (visit this website fill out the information and pay \$10 fee)
- ☐ [Criminal History Affidavit](#)
- ☐ [Employment History Affidavit](#)
- ☐ Physician's reference form
 - Medical examination has to be within the past 6 months
- ☐ Immunization form (required immunization below)
 - Tdap Immunization
 - MMR Immunization (not required if born before 1957)
 - Varicella Immunization or proof of immunity (not required if born before 1980)
 - Flu Immunization (must submit most current if not flu season)
- ☐ Current approved **Pediatric CPR** (online NOT accepted) and **Pediatric First Aid** Training (online accepted)- *Copy of the front and back of cards
- ☐ Liability Insurance with capacity coverage
- ☐ [Emergency Evacuation Plan](#)

Each person must fill out and bring with them the [Fingerprint Affidavit](#) to the Attorney General's office

Inspections

- ☐ Lead Safety Report
- ☐ Radon Safety Report (OR evidence of scheduled radon inspection)
- ☐ State Marshal Fire Inspection

Checklist for Assistant(s)

- ☐ Copy of GED or High School Diploma

- ☐ Fingerprint results - [Fingerprint Affidavit](#)
- ☐ [DCYF Clearance Request](#) (visit this website fill out the information and pay \$10 fee)
- ☐ [Criminal History Affidavit](#)
- ☐ [Employment History Affidavit](#)
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Program Administration Documentation

- ☐ A completed Family/Parent Handbook
- ☐ Sample Daily Schedule
- ☐ Application for Enrollment
- ☐ Additional Enrollment Information for Infants/Toddlers
- ☐ Injury Reports
- ☐ Activities Consent form
- ☐ Photo/Video Consent Form
- ☐ Curriculum philosophy, practice and beliefs
- ☐ RIELDS aligned lesson plan
- ☐ List of outdoor and indoor materials
- ☐ Evidence of cribs, mats or cots
- ☐ Food Safety certificate (only if cooking/serving food at the program)

Transportation (if applicable)

- ☐ Chauffeur License
- ☐ Transportation Policy and Permission
- ☐ Vehicle Registration
- ☐ Vehicle Insurance

☐ Vehicle Inspection

CCAP (if applicable)

☐ W-9 form

☐ SS-4 IRS Notification Letter (only if getting paid with FEIN)

☐ Certificate of Completion of CCAP Provider Orientation

☐ ID

☐ Proof of Citizenship or legal immigration status

☐ SSN card

Important: You have one year from the date of completing orientation to meet all licensing requirements, including submitting the necessary documentation. If you are unable to obtain the required documents within that timeframe, you may need to restart the process. We recommend beginning to gather these materials as early as possible to avoid delays.