

NEW Director Orientation & New License/Registration Issue Process

For Family Child Care, Group Child Care, Child Care Center



Application for new programs

Available on-line and as a request from Child Care Licensing (CCL). Child Care Resource and Referral agency will provide information as needed.



Pre-Service Training (PS # issued upon completed application)

- Pre-service requirement
 - **Infant, Child, and Adult CPR & Pediatric First Aid Certification**-Upload to [ECP Registry Account](#)
 - **Infant Safety Essentials** - 2 hours ** CCT



Pre-Inspection (for new license/registration issued)

- Before providing child care
 - Building, fire, sanitation review/inspection
 - Consultation by CCL and completion of paperwork and background checks



Provisional License/Registration issued for new programs
(may provide child care)



Management Training

Completed within 60 days of Provisional License or Role Type Change

- Program Management Essentials for Directors - 3 hours CCT



Health and Safety Required Professional Development

Completed within 90 days of Provisional License or Role Type Change

- [New Staff Health & Safety Orientation](#) - 6 hours CCT
- [Together We Grow](#) - 3 hours CCT
- [Early Childhood Essentials](#) - 3 hours CCT



Regular License/Registration issued for new programs, based on full compliance, OR new Director receives approved status.