



Basic Steps for Getting Licensed as a Family Child Care Provider

Required Steps

1. Must be at least 18 years old and live in the home to apply for a family child care home license.

2. **Attend Family Child Care Orientation:**

Orientation is available online, live-virtual, and in-person.

To register and pay for **online orientation** click this link or type it in your browser:

<https://www.cdss.ca.gov/inforesources/child-care-licensing/how-to-become-licensed/register-for-an-orientation>

Online orientation must be completed within 30 days of registering or you will need to re-register and pay for it again.

To register and pay for a **live-virtual or in-person orientation**, deliver or mail your payment made out to CDSS to:

Sacramento Regional Office – Child Care
9835 Goethe Rd., Ste. 100, Sacramento, CA 95827

3. Complete 8 hours of Infant/Child/Adult First Aid and CPR.

(Training information can be found on [Health and Safety Handout #4](https://wp.childaction.org/health-safety-rebate-program/) on our website at <https://wp.childaction.org/health-safety-rebate-program/>)

4. Complete 8 hours of Preventative Health & Safety training.

(Training information can be found on [Health and Safety Handout #4](https://wp.childaction.org/health-safety-rebate-program/) on our website at <https://wp.childaction.org/health-safety-rebate-program/>)

5. Obtain TB test results for applicant and all adults (18 years and older) living in the home.

6. Obtain immunization records for applicant (Tdap, MMR, and flu shot).

7. Complete the application and include certificates for Orientation, First Aid & CPR, Preventative Health & Safety, TB test results, and immunizations, and payment.

Family Child Care Home Application: <https://www.cdss.ca.gov/Portals/9/Additional-Resources/Forms-and-Brochures/2020/I-L/LIC279A.pdf?ver=2024-06-21-160742-857>

Make a copy of your certificates and application for your records.

8. **Submit the completed application, certificates, and payment made out to CDSS to:**

Sacramento Regional Office – Child Care
9835 Goethe Rd., Ste. 100, Sacramento, CA 95827

9. Prepare your home using the Pre-Licensing Readiness Guide ([see form LIC 9217](#)).

Once your application is accepted, you will receive a welcome letter from licensing informing you and all the adults in your home to get fingerprinted (live scanned). **DO NOT GET FINGER PRINTED (LIVE SCANNED) UNTIL YOU RECEIVE THE WELCOME LETTER. You will need your assigned facility number from the welcome letter to complete the Live Scan Request form.**

Licensing will call you to schedule a licensing inspection visit after all fingerprints have cleared.

For a full list of licensing requirements please visit <https://www.cdss.ca.gov/inforesources/child-care-licensing/how-to-become-licensed>