

# How to Get Licensed as a Home Based Child Care Business

Getting Licensed Can Take 2-6 Months

## SCHEDULE AND ATTEND THE REQUIRED CPR, HEALTH AND SAFETY, AND MANDATED REPORTER CLASSES

You can enroll for these classes online. Classes fill up so be sure to register right away.

Bay Health + Safety offers CPR classes (use code CCSF for a discount). Children's Council, Red Cross, and EMSA also offer CPR and health and safety classes. [Click here](#) for online mandated reporter training. The certificates of completion will be a part of your application packet.

## GET FINGERPRINTED

Once CCL has reviewed your application, you will receive a letter with your assigned Facility Number in the mail. Use this number to schedule a fingerprinting appointment. You will need [this form](#).

Call Live Scan at 1-800-315-4507. All adults (over 18 years old) living in the household must be fingerprinted.

## PASS YOUR HOME INSPECTION YOU ARE NOW LICENSED TO OPEN!

Remember that CCL is only making sure your home is safe for children. There is much more to you need to prepare to launch a successful business.

We are here to support you in your path to becoming an entrepreneur. Check out our [other resources](#) for starting a strong family child care small business, such as marketing, financial planning, designing your unique program, amongst other topics.

*Congratulations*



## ATTEND THE COMMUNITY CARE LICENSING ORIENTATION (CCL)

CCL is the CA State agency that licenses and regulates Family Child Care businesses.

You can complete the orientation [online](#) or [in person](#). The orientation costs \$25. For the in-person orientation, mail a check in to the CCL office at 851 TRAEGER, SUITE 360 SAN BRUNO, CA 94066 two weeks before the date.



## SCHEDULE AN APPOINTMENT WITH YOUR DOCTOR OR LOCAL CLINIC

You must be able to show records of immunization for measles, pertussis, influenza and take a Tuberculosis test.

These records will be a part of your application packet.



## COMPLETE YOUR APPLICATION

The application is available to [download and print here](#).

Children's Council is available to review your application before you submit it. Contact us at [business@childrenscouncil.org](mailto:business@childrenscouncil.org) to set up an appointment. Mail your application packet to the CCL office along with a check or money order made out to C.D.S.S for \$73.



## GET YOUR HOME INSPECTED BY CCL

When your fingerprints clear, CCL will call you to schedule an inspection of your home.

During this inspection, they will check to make sure that your home is safe for children. Children's Council is available to view your home and help you pass your inspection. Contact us at [business@childrenscouncil.org](mailto:business@childrenscouncil.org) to schedule an appointment.

**Tip** - outside spaces often require more work to get approved by CCL. If you need to get licensed right away, it might be best to get your indoor space ready first, then schedule a second inspection to include your outdoor space.

