

**Checklist for Family Child Care Registration Certificate Applicants
June 28, 2022**

| Documents Required | Completed |
|---|-----------|
| 2 Reference forms for Provider | |
| 2 Reference forms for Alternate Provider (if any) | |
| Physician's statements (health exam forms) | |
| Provider | |
| Substitute | |
| Assistant or Alternate (if any) | |
| Household members 14 years of age and older | |
| Household members under 14 years of age | |
| Tuberculosis test form | |
| Provider | |
| Assistant or Alternate (if any) | |
| Household members 14 years of age and older | |
| Fingerprints | |
| Provider | |
| Substitute | |
| Assistant or Alternate (if any) | |
| Household members 18 years of age and older | |
| Child Abuse Record Information and Criminal Conviction Disclosures | |
| Provider | |
| Substitute | |
| Assistant or Alternate (if any) | |
| Household members 14 years of age and older | |
| Proof of current pet vaccination(s) documented by a veterinarian (if applicable) | |
| Current Cardiopulmonary Resuscitation (CPR) certification and first aid | |
| Provider | |
| Substitute | |
| Assistant or Alternate (if any) | |
| CCDBG Required Trainings | |
| 2 hours -- orientation | |
| 10 hours -- Health & Safety, Child Development, Mandated Reporter-Child Abuse/Neglect | |
| 6 hours -- CPR/First Aid | |
| <p>Note: A registration certificate covers a 3-year period and must be renewed. Both initial registration and renewal require a \$25 fee (check or money order to the sponsoring organization).</p> | |

