

# 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/First Aid Certification
  - Infant Safety Essentials \*\*
  - Practitioner Registry application submitted



## 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



## Health and Safety Required Professional Development

*Completed within 90 days of Provisional License or Role Type Change*

- New Staff Health & Safety Orientation – 6 hours [www.childcaretraining.org](http://www.childcaretraining.org)
- Together We Grow – 3 hours [www.childcaretraining.org](http://www.childcaretraining.org)
- Early Childhood Essentials – 3 hours *in-person at local CCR&R*



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