

CHILD CARE FACILITY LICENSING CHECKLIST

This checklist will help you navigate the process of obtaining a family child care license. This checklist is for your use only and should not be submitted. If you have any questions, please give your Child Care Licensing Specialist (CCLS) a call. To find out who is your licensing specialist is, please call 287-5020.

The following requirements may be completed in any order. However, the starred (*) items should be given priority.

- *If you want to be licensed for 13 or more children, contact Plans Review at the State Fire Marshal's Office; 207-626-3880 or at www.state.me.us/dps/fmo). **Applicants must apply for a construction permit and receive approval through the State Fire Marshal's Office in order to use new or existing buildings for child care.** Plans Review will tell you about fire safety measures the building may need. An inspection will be requested by Child Care Licensing after a Child Care Application has been received. An inspection by the State Fire Marshal's Office will be conducted prior to the issuance of a license.
 - ***Complete a comprehensive Child Care Provider background check to include fingerprinting.** An appointment can be scheduled at <https://www.identogo.com/>. For full instructions please go to: <https://www.maine.gov/dhhs/ocfs/provider-resources/child-care-licensing/becoming-a-childcare-provider/child-care-provider-background-checks>.
***Your CCLS will need to review the Letter of Eligibility you receive following your background check.**
 - ***Obtain landlord approval** in writing if you rent or lease.
 - ***Complete Zoning/Code Approval** if required by your locality or obtain proof in writing that a permit is not required. If you are not given approval by the city/town, a child care license cannot be issued to you. Documentation of city/town approval must be kept onsite.
 - Complete and submit application, floor plan and fee (if applicable)** along with Authorization for release of Personal History Information (listed at the back of the application). Inaccurate reporting may result in immediate denial of your application.
- *Please Note: If your check is returned to us due to insufficient funds, the licensing process will be suspended until payment is received and processed.**
- The submitted floor plan must include** measurements of indoor and outdoor areas used by children.

* After you submit your application, **Children’s Licensing and Investigation Services will contact the State Fire Marshal’s Office (SFMO) to request an inspection of your facility.** After his/her inspection, the Fire Marshal may send you a Statement of Deficiencies and ask you for a Plan of Corrections. Licensing cannot proceed until your facility has passed the Fire Marshal’s inspection. If you have questions, the SFMO phone number is 207-626-3880. A guide to fire safety in childcare: <https://www.maine.gov/dps/fmo/inspections/daycare>.

- Provide certification for Infant, Child and Adult CPR and First Aid Training.** The Red Cross, American Heart Association, local hospitals and rescue organizations have information about trainings available in your area. Provide proof of CPR/First Aid certification to the Licensing Specialist. **Courses that do not have a hands-on skills assessment are not accepted.**
- *Proof of completion of a Department approved transportation training for staff who transport children (if applicable).** A release for a Bureau of Motor Vehicle background check will need to be completed and the individual must be found eligible to transport prior to being able to transport children.
- Register and complete Orientation Training (Health and Safety Training).** Provide proof of completion of the course to your CCLS. This course is offered through Maine Roads to Quality at <https://www.mrtq.org/health-and-safety-training/>.
- If you checked on your application that you use a private water source, Children’s Licensing and Investigation Services will need a copy of required water testing completed by one of the approved labs. A list of approved labs can be found at: <https://www.maine.gov/dhhs/mecdc/environmental-health/dwp/consumers.shtml>.** Once on that page select the following option: Certified Commercial Laboratories in Maine.
- If your water comes from the city/town your facility is located in, a one-time first draw lead water test must be completed.

***If you have a private water source and you plan to be licensed for more than 20 children, talk to your licensing specialist you may need special approval as a public water supply.**

- Read the “Child Care Facility Licensing Rule, Effective Date September 27, 2021”.** The Rulebook can be found at: <https://www.maine.gov/dhhs/ocfs/provider-resources/child-care-licensing/becoming-a-childcare-provider>.
- Obtain insurance coverage** per 2 F. 2. a. and b. in the Child Care Facility Licensing Rule.
- Register for Maine Roads to Quality Registry [Maine Roads to Quality Professional Development Network \(mrtq.org\)](https://www.maine.gov/dhhs/ocfs/provider-resources/child-care-licensing/becoming-a-childcare-provider).**
- Participate in one of the following Mandated Reporter Training options: [iLookout for Child Abuse](#) or [Mandated Reporter Online Training](#) (all Child Care Staff Members must complete training within the first 90 days of service and every four years thereafter).**

- After you submit your application, complete and submit a State of Maine vendor [form](#) to your Child Care Licensing Specialist. In order to receive any payments from the State of Maine a vendor code needs to be established.
- Immediately following the issuance of the license enroll in Maine's Quality Rating and Improvement System (QRIS): [Rising Stars for ME](#).

IN ADDITION, CENTER APPLICANTS (facilities for 13 or more children) MUST ALSO SUBMIT THE FOLLOWING TO THE CCLS:

- List of the Board of Directors (if applicable);
- Resume, transcripts and training documentation for the Director;
- Health consultant agreement per Rule 12. C.

For additional resources on the Child Care Licensing process please visit the Center for Community Inclusion and Disability Studies, Opening A Child Care in Maine website: <https://ccids.umaine.edu/resources/opening-child-care-in-maine-resources-support/>.

THE CHILD CARE LICENSING SPECIALIST WILL:

Contact you shortly after you have sent in your application. She/he will ask about your progress in completing the above and your proposed opening date. The CCLS will make an appointment to inspect your home. She/he will inspect the entire home and grounds for safety.

Provide sample policies and forms.

Provide resource information.

Perform a lead hazards survey.

Inform you of what needs to be done in order to obtain a child care license. A CCLS will give you a copy of his/her inspection report which lists items pending. If all requirements for licensure have been met, the CCLS will recommend licensure subject to supervisory approval.