

FAMILY CHILD CARE 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 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.

- Qualifications:** To be licensed as a Family Child Care Provider in the State of Maine you must be at least 18 years of age and must have a high school diploma or equivalent.
- *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 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.**

- *Complete and submit application, fee and floor plan** along with Authorization for release of Personal History Information (listed on the back of the application). Be sure to include any legal history that may be revealed from background checks; 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.**
- 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 home.** After his/her inspection, the Fire Marshal may send you a List of Deficiencies and ask you for a Plan of Corrections. **Licensing cannot proceed until your home 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. The Maine Roads to Quality website listed below for Pre-Service Training also lists local CPR/First Aid trainings on its statewide training calendar. Provide proof of CPR/First Aid certification to your CCLS. **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 for Pre-Service Training (Getting Started in Family Child Care).** Provide proof of completion of the course to your CCLS. It is offered at <https://eecalendarmaine.org/public/main.aspx>
- 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 your water test 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 home is located in, a one-time first draw lead water test must be completed.
- Read the “Family Child Care Provider Licensing Rule, Effective Date May 27, 2022”.** The Rulebook can be found at <https://www.maine.gov/dhhs/ocfs/provider-resources/child-care-licensing/becoming-a-childcare-provider>
- 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.**

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/>

- Immediately following the issuance of the license enroll in Maine’s Quality Rating and Improvement System (QRIS): [Rising Stars for ME](#).**

YOUR 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 Licensing Specialist 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 qualify for a license. Your Licensing Specialist will give you a copy of his/her inspection which will list all items pending. If all requirements for licensure have been met, the Licensing Specialist will recommend licensure, subject to supervisory approval.

