

Checklist for becoming licensed as a Registered Family Provider

Trainings may be taken in any order

- _____ Attend Introduction to Registered Family Child Care (2-part training) Part 1 is online and must be taken before registering for in-person Part 2 training (<http://campus.educadium.com/OCCD/>)
- _____ Complete and Send in Criminal Background Registry forms for everyone 18 or older in the household (including common or frequent visitors) and complete fingerprint requirements <https://oregonearlylearning.com/providers-educators/providers-educatorschr/>
- _____ Complete online training: Introduction to Child Care Health & Safety (<http://campus.educadium.com/OCCD/>)
- _____ Complete online training: Recognizing and Reporting Child Abuse and Neglect (<http://campus.educadium.com/OCCD/>)
- _____ Attend training for Adult & Pediatric CPR and First Aid
- _____ Get Food Handler card (self-study packet available or www.childcarefoodhandler.org)
- _____ Safe Sleep training (<http://campus.educadium.com/OCCD/>)
- _____ Complete and send in RF Application to become a registered provider to the Office of Child Care (OCC), include copies of all your cards and certificates of completion. Prepare your home for the Health & Safety Inspection. Once your application has been processed a local Office of Child Care staff person will contact you for an appointment.
- _____ Complete the Health & Safety Inspection of your home. Once you have passed this, you will be given a Registration Number and expiration date. License must be renewed every two years.

Beyond . . .

- _____ Complete and submit an Intake form to Child Care Resource Network so that parents may be referred to your program through 211
- _____ Connect with a USDA program
- _____ Get listed with DHS
- _____ Develop your contracts and policies
- _____ Contact CCRN about engaging in the Spark/QRIS process so you can document your quality program to parents

**Remember you must have a minimum of (10) hours of training in early childhood education within the next two-year period so you may renew your Registered Family license. Once you are part of the Child Care Resource Network database, you will automatically get a quarterly newsletter with training calendar so you can keep up with training opportunities.