

## **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 [occd.educadium.com](http://occd.educadium.com)
  
- \_\_\_\_\_ 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 [occd.educadium.com](http://occd.educadium.com)
  
- \_\_\_\_\_ Complete online training: Recognizing and Reporting Child Abuse and Neglect [occd.educadium.com](http://occd.educadium.com)
  
- \_\_\_\_\_ Complete online training: Prevention is Better than Treatment [occd.educadium.com](http://occd.educadium.com)
  
- \_\_\_\_\_ Attend training for Adult & Pediatric CPR and First Aid
  
- \_\_\_\_\_ Get Food Handler card (self-study packet available or [www.childcarefoodhandler.org](http://www.childcarefoodhandler.org) )
  
- \_\_\_\_\_ Safe Sleep training [occd.educadium.com](http://occd.educadium.com)
  
- \_\_\_\_\_ 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.