

## STEPS TO BECOMING A REGISTERED FAMILY CHILD CARE PROVIDER IN MARYLAND

**STEP 1:** Contact the Office of Child Care (OCC) Regional Licensing Office to sign up for Family Child Care Orientation classes.

**STEP 2:** Attend and complete **first** orientation session scheduled by the Regional Licensing Office. You will be asked to complete and submit these forms after this session:

- Application Form
- Medical Evaluation for yourself and each resident of your home
- Written Emergency Plan
- Substitute Form that names a responsible adult to be in temporary charge if you are called away in an emergency.
- Releases of information to permit OCC to conduct child abuse and neglect clearances for you and adult residents in your home.
- Criminal Background Check forms and fingerprint cards for you and adult residents in your home – *There is a fee to process the form and to have fingerprints taken.*

**STEP 3:** Attend and complete the **second** orientation session. The second orientation takes place after you have submitted a completed application to OCC.

**STEP 4:** Complete Pre-Service Training. You will need to complete a minimum of 24 clock hours of approved training in topics such as child development, curriculum, health and safety, etc. You will also need to complete the following trainings **in addition to** the 24 hours:

- SIDS (Sudden Infant Death Syndrome) training – *if you are planning to provide care for children younger than 2 years of age.*
- CPR
- First Aid

**STEP 5:** Make sure your home is safe and properly equipped according to licensing regulations.

**STEP 6:** Home Inspection Visits

- OCC Licensing Specialist will schedule a pre-registration visit
- Local Fire Authority will make sure your home meets all applicable fire codes
- Health Department will schedule inspection

**STEP 7:** Certificate of Registration – after all application requirements have been met and all inspections have been passed, the OCC regional licensing office will issue a certificate of registration to you. Now you are ready to open your family child care home for business.