

Child Care Licensing Checklist

1. GENERAL CONSIDERATIONS

- o Start an organization system
- o Confirm a license is needed
- o Personal Reflection
- o Determine what type of license you want
- o Estimate costs of licensing
- o Make a list of items needed
- o Check spacial considerations if necessary:
 - o Zoning codes
 - o Homeowner's Association
 - o Landlord approval
- o Business Basics
 - o Prepare Business Plan

2. TECHNICAL CONSIDERATIONS: LICENSING APPLICATION AND REQUIREMENTS

- o Find Local Surveyor
- o Attend Local Orientation
- o Application
 - o Determine paper or digital application
 - o Review Requirements
 - o Background Check
 - o Fingerprinting
 - o Fire Safety Approval
 - o Pay Fees
 - o Review + Submit
- o Attend Trainings
- o Complete Health Assessment
- o Pass Facility Inspection
- o Prepare and file all required documents
- o Enroll in Benefits & Supports