

## 1. Application and Orientation

To receive an application packet you must attend the required Licensing Orientation. Quarterly Orientation meetings are held from 9:30 a.m. until 12:00pm at Child Care Links, Tri-Valley Conference Room, 6601 Owens Drive, Pleasanton. **Registration is required. Please contact Community Care Licensing 510. 622. 2602 to register.**

## 2. Complete your application

For all adults (18 years +) a **CRIMINAL RECORD STATEMENT AND TB CLEARANCE** must be completed. Proof of Immunizations must be provided if you reside in Alameda or Contra Costa County. Remember to **make a copy of all forms in the application and include the \$25.00 fee.** Community Care Licensing will return any applications that are filled out incorrectly or if any information is missing.

## 3. Health and Safety Training

Complete 16 hours of Health and Safety training. You will need to enroll and register in advance, as classes fill up quickly. **Child Care Links offers Health and Safety trainings. Please contact 925.417.8733 for more information.**

## 4. Fingerprinting

Once your application has been approved, you will receive a letter with your facility number and a **LIVESCAN APPLICATION**. Call your local LIVESCAN facility to schedule an appointment. This process will also include your **CHILD ABUSE INDEX**.

## 5. Safety

Check your home for the health and safety of children. Be sure to have 2A10BC or larger fire extinguishers, smoke alarms, and first aid kits. Please contact Child Care Links if you would like an inspection checklist.

## 6. Home Visit

Child Care Links provides free home visits to prospective child care providers. A staff member will check your home and make suggestions on what to expect from a Licensing Inspection. Please call Child Care Links 925.417.8733 to schedule an appointment.

## 7. The Pre-licensing Visit

Licensing will call to schedule a pre-licensing home visit. A Licensing Program Analyst (LPA) will visit your home. If your home has met all **HEALTH AND SAFETY** requirements you are then officially licensed for up to 8 children. It will take about two weeks for your license to arrive from Community Care Licensing in Sacramento. If you do not meet all licensing standards, you will receive instruction from the LPA on how to conform to licensing standards in order to receive your license. If you do not meet licensing standards, you will receive directions from the Analyst on what you need to complete your license.



**Have questions about your license?**

**Call your Licensing Analyst at 510.622.2602**