

## Steps to Obtaining a Child Care License

The following information is a guide for obtaining a child care license or residential certificate. These instructions will assist in applying for and obtaining a license/certificate. More information can be found at [childcarelicensing.utah.gov](http://childcarelicensing.utah.gov).

The following items must be completed and/or submitted prior to the child care licensing onsite inspection.

- ❑ Read the [Licensing Rules or Interpretation Manual](#) for the specific license or certificate you are applying for. These are the operational rules you are required to follow. You must read and be familiar with these rules.
- ❑ Take the online **New Provider Training**. This online training course will give you a brief overview of licensing. Please note: The training must be completed in one sitting and takes approximately 1-2 hours.
  - ❑ For Center Based providers (this includes Centers, Hourly, Out of School Time Programs and Commercial Preschool Programs) [click here](#).
  - ❑ For Home Based providers (Licensed Family or Residential Certificate - this includes residential preschools who are choosing to be licensed) [click here](#).
- ❑ Submit an online [license application](#). After we receive your application you will receive an email with any information that may be missing. An application is completed when all required documents are submitted.
- ❑ Create a [Utahid Login](#)
- ❑ Submit an online [background check form](#). Once an application has been successfully submitted all covered individuals must complete their Child Care Licensing background form online. Covered individuals include: owners, directors, members of the governing body, employees, caregivers, assistant caregivers, volunteers, anyone age 12 or older who lives at the facility, and anyone who has unsupervised access to a child in care. **These forms may not be submitted until you have received an email notification that the license/certificate application is in process.** All required individuals must pass their background check before a license can be issued.
  - ❑ Please Note: Background Checks completed by any other agencies, local or federal, are not sufficient for our requirements. All background checks must be run independently through our agency for the purposes of this application.  
**Background Check Steps**
    1. Covered individuals complete the [background check form](#).
    2. Provider must authorize the form on their [Care About Child Care Portal](#). After the application is in process with Child Care Licensing,

## Steps to Obtaining a Child Care License

Care About Child Care sends an email to explain how to set up the provider portal. A portal must be set up to continue with the licensing process.

3. Fingerprints must be submitted for each covered individual who is age 18 or older. For DWS eligibility, covered individuals who are 16 and 17 years old, and will be caring for children, will also require fingerprints. Fingerprints may be completed by a local law enforcement agency, Care About Child Care, or by the Department of Health at the Highland office.

- Submit a W-9 through the CCL portal.**
- Complete an Emergency Preparedness, Response, and Recovery Plan.** Providers are not required to use CCL's template but it is available as technical assistance [HERE](#).
- Have an onsite inspection with a licenser.** Once all required documents are submitted a licenser will contact you to schedule an onsite inspection. This inspection is called a pre-inspection. A copy of the checklist the licenser will be using can be found on our website under [Forms and Documents](#). At the inspection, the licenser will assess compliance with the licensing rules and will measure your facility and determine the total capacity of your facility. You must be in compliance with all rules before a license is issued.
- OPTIONAL: Attend a Child Care Licensing Rules Training.** All Child Care Licensing trainings are free and the complete [training schedule](#) is available on the website. If a rules training is completed within 60 days of the provider receiving their license, the hours will count towards required annual training for the first licensed/certified year.

The following items must be submitted and approved prior to receiving a license:

- A copy of the current business license.** Contact the city or county the facility is located in to obtain this. Some cities will not provide a business license until the provider has a license from Child Care Licensing. In this case, submit a copy of the receipt to verify a business license application has been submitted. You will then have 60 calendar days to submit the final business license to our office after CCL licensure.
  - Please Note: If a business license is not required for the facility's location, documentation from the city or county must be submitted.
- A copy of the current fire clearance.** Contact the local fire authority to obtain this clearance. A document from the local fire authority is required if it is not required for the facility's location.
- A copy of the local Health Department Kitchen Inspection.** Contact the local Health Department for a kitchen inspection. Most local health departments require a fee for this inspection, and the

## Steps to Obtaining a Child Care License

fees vary from jurisdiction to jurisdiction. If a kitchen inspection is not required, documentation from the local health department must be submitted.

- ❑ **Be prepared to show a copy of current Red Cross or equivalent First Aid and CPR certifications.** The CPR certification must include infant and child, as well as include hands-on testing. Contact the local Care About Child Care agency for information about First Aid and CPR classes. *\*Homes only.*
- ❑ **Be prepared to sign an Affidavit of Lawful Presence in the United States.** Only the person whose name will be on the license is to complete this form. You must be prepared to show proof of citizenship with a current United States Passport, a United States birth certificate and a federal, state, or local government-issued photo ID card, such as a driver's license, or a United States Certificate of Naturalization. If you are a qualified alien, you must show an original Permanent Resident Alien Card (Green Card) or Alien Registration Receipt Card, or a current valid United States Employment Authorization Card.

### For Centers Only:

- ❑ **A copy of director qualifications.** Each center must have a qualified director before a center license can be issued. Required qualifications can be found under Section 7, Personnel and Training Requirements, of your [rule type](#).
- ❑ **The director must attend a New Director Training.** Each new director is required to attend a [New Director Training](#).
- ❑ **A copy of floor plans.** These plans are not required to be professionally drawn. Licensing needs a sketch of each room and where each toilet and handwashing sink is located. Floor plans must be large enough to record measurements on.

### \*\*\*\*Important Information\*\*\*\*

Providing or offering child care without a license or certificate is a class A misdemeanor (Utah Code 26-39-602), and The Utah Department of Health may impose an administrative civil money penalty of up to \$1,000 per day to a maximum of \$10,000 for unlicensed or uncertified child care.