

FAMILY CHILD CARE HOME LICENSING STEPS

01

Local Approval

- HOA Covenants
- Landlord Approval
- Zoning, Building and Planning Ordinance Approval
 - You can obtain this information from your city or county office where planning and zoning are administered

02

Licensing Application

- View Rules and Regulations
 - 2.100, 2.300, 2.600
- Create a Provider Hub account and submit application
 - Mailed paper applications with a check or money order will still be accepted (longer processing time)



[Scan or click to create
provider hub account](#)

03

Training

- Fee Based Through An Approved Vendor
 - Pre-Licensing (15 hours)
 - CPR & First Aid
 - Medication Administration
- Free on CO Shines PDIS
 - Standard Precautions
 - Preventing Shaken Baby Syndrome & Abusive Head Trauma
 - Infant Safe Sleep Practices
 - Recognition & Reporting of Child Abuse & Neglect
 - Child Care & Preschool Immunizations
 - Disaster Preparedness & Emergency Response



For financial support, including reimbursement for start-up costs and other incentives, sign a Memorandum of Understanding (MOU) with ECCLC at any point in the licensing process.



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04

License Number Received

- Once you have completed the application process and have received your license number, you must submit your fingerprints through an approved vendor



Scan or click to learn more
about background checks

05

Inspection

- Utilize resources to prepare your home for inspection
 - https://tinyurl.com/fcc_hchecklist
- Current health statements for provider and their own children
- Contact your licensing specialist with further questions about your inspection/licensing process

Scan or click to
find your
licensing
specialist



06

Congratulations, you are licensed!

Additional Support Resources:

- Early Childhood Council of Larimer County
 - Incentives and funding opportunities
 - Referrals through Larimer Child Care Connect
 - Program support with trainings and coaching
- Family Child Care Associations
 - FCPIC Fort Collins Partners in Child Care
 - LFCCA Licensed Family Child Care Association