

Steps to Obtaining a Child Care Residential Certificate

The Utah Department of Health, Bureau of Child Care Licensing, issues certificates for in-home child care facilities who are required to obtain a license or certificate according to Utah Code 26-39. The Department will issue a certificate when a determination is made that a facility is in compliance with state law and applicable rules. The following information is provided as a guide for obtaining a residential certificate. These instructions will assist you in successfully completing the certificate application process.

- 1. READ THE LICENSING RULES.** The rules explain the operational guidelines which you are required to follow if you obtain a residential certificate. You should read and be familiar with the rules.
- 2. ATTEND A LICENSING ORIENTATION.** A schedule of licensing orientation dates is provided in this licensing packet. You will need to contact your regional licensing office to register for an orientation. Attendance at orientation is required prior to the issuance of a certificate.
- 3. OBTAIN A LOCAL HEALTH DEPARTMENT INSPECTION.** You must contact your local health department to obtain a kitchen inspection from them. Most local health departments require a fee for this inspection, and the fees vary from jurisdiction to jurisdiction.
- 4. CONTACT YOUR LOCAL MUNICIPALITY (CITY OR COUNTY).** You must contact your local city or county to find out if you are required to have a business license and a fire inspection. If your local municipality requires these, you must obtain them. If your local jurisdiction requires a business license, but won't issue one until after you have obtained a residential certificate from the Department of Health, you will need a copy of a receipt verifying you have applied for a business license.
- 5. OBTAIN FIRST AID AND CPR CERTIFICATION.** You must have a current Red Cross or equivalent first aid and CPR certification before you can receive your residential certificate. Information on where you can obtain this certification is enclosed.
- 6. GET TESTED FOR TUBERCULOSIS.** Before you can receive your certificate, you must have documentation of a negative TB test result or documentation from a health care provider of exemption from TB testing and how long you are exempt from TB testing. If your TB testing had a positive result, you must have documentation from a health care professional of the reason for the positive result and that you are not contagious.
- 7. SUBMIT YOUR APPLICATION.** Complete an application and submit it to your regional licensing office. You must make sure that you include all required documentation and fees, and sign your application, or the processing of your application may be delayed. It may take up to 60 days to process a **completed** application, or 120 days if fingerprints are required. An application is considered complete when **all** of the requirements for obtaining a license have been met, and all **required documentation is submitted**.
- 8. ONSITE INSPECTION WITH YOUR LICENSING SPECIALIST.** Once your completed application is received in the regional licensing office, a Licensing Specialist will contact you to schedule an appointment for your pre-certificate on-site inspection. At this inspection, the Licensing Specialist will determine if your facility is in compliance with the rules for a residential certificate.