

Steps to Obtaining a Family Child Care License

The Utah Department of Health, Bureau of Child Care Licensing, issues licenses for child care facilities who are required to obtain a license according to Utah Code 26-39. The Department will issue a license 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 family child care license. These instructions will assist you in successfully completing the application process.

- 1. READ THE LICENSING RULES.** The rules explain the operational guidelines which you are required to follow if you obtain a family child care license. 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 license.
- 3. OBTAIN A BUSINESS LICENSE.** You must contact your local city or county and obtain a business license. Most cities and counties charge a fee for a business license, and the fees vary from jurisdiction to jurisdiction. If your local jurisdiction won't issue a business license until after you have obtained a child care license from the Department of Health, you will need a copy of a receipt verifying you have applied for a business license.
- 4. 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.
- 5. OBTAIN A FIRE INSPECTION AND CLEARANCE.** You must contact your local your fire department to obtain a fire inspection and clearance prior to becoming licensed.
- 6. 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 license. Information on where you can obtain this certification is enclosed.
- 7. GET TESTED FOR TUBERCULOSIS.** Before you can receive your license 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.
- 8. SUBMIT YOUR LICENSE 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**.
- 9. 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-license on-site inspection. At this inspection, the Licensing Specialist will determine if your facility is in compliance with the licensing rules, and will measure your facility to determine what your approved total capacity will be.