



How to become a Licensed Family Child Care Provider

Review the Child Care Licensing Inquiry Packet

1.

Visit <https://dcf.wisconsin.gov/cclicensing/startcc> and read through all related inquiry packet materials (Free). **OR** Download the Licensing Inquiry packet order form at: <https://dcf.wisconsin.gov/files/forms/pdf/2022.pdf> (Cost for packet is \$25.00)

2.

Complete Child Care Business Start-up Worksheet

The Licensing Website/Packet includes: The Licensing Rule Book, suggested procedures for starting a child care program, a child care business start-up worksheet and other information necessary to begin the start-up process. <https://supportingfamilies.together.org/wp-content/uploads/fcc-license-process-cheat-sheet.pdf>

Mail the completed Business Start-up Worksheet in the packet to SFTA as identified on the worksheet.

3.

Register for Child Care Classes at 4C For Children

There are five State required courses needed to become licensed:

- Introduction to the Child Care Profession
- Fundamentals of Family Child Care
- Fundamentals of Infant & Toddler Care. (If you plan to care for children under the age of 2.)
- Child Abuse and Neglect (Usually included in the Intro to Child care course)
- CPR, First Aid, Infant Toddler with AED.
(If your CPR is current, there is no need to retake the class until it has expired).

Contact 4C-For Children for classes at 414-562-2560 or visit our website at: <https://www.4cfc.org/courses/> to register.

Once your application is accepted, you will be contacted by Department of Children and Families (DCF) to set up an appointment to inspect your home for health and safety compliances.

DCF makes all final decisions to approve or deny a new application. DCF will contact applicants in writing regarding their decision.

DCF has many resources for getting started as a Licensed Child Care Center. Visit the website for more information at: <https://dcf.wisconsin.gov/cclicensing>.