



# How to become a Licensed Family Child Care Provider



1

## Review the Child Care Licensing Inquiry Packet

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)

**Note:** Carefully read through all inquiry packet materials *before* you begin the pre-licensing process.

2

## 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 age 2)
- Child Abuse and Neglect (Must be updated every 2 years)
- Infant/Child CPR with AED training (Must be updated every 2 years)

Visit [www.4cfc.org](http://www.4cfc.org) to register for classes or call 414-562-2670

3

## Complete Child Care Business Start-up Worksheet

After you have reviewed all of the information in the Inquiry Packet and the *Procedure for Obtaining An Initial License to Operate a Family Child Care Center*, complete and submit the Family Child Care Business Start-Up Worksheet.

(Link found on Inquiry Packet webpage)

**Note:** This is not the official application for a license – the application will be available after completing all pre-licensing requirements with a Pre-Licensing Technical Consultant.

Once your application is accepted and complete, you will be contacted by the Department of Children and Families (DCF) and be registered to attend a mandatory Family Tool Kit session. After attending the required Tool Kit session, you'll be contacted by 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.