

Resource: Licensing and Background Checks

Check with your local [Child Care Resource and Referral \(CCR&R\)](#) agency or your local or state child care licensing office by visiting our [State by State Resource Map](#) for information on your state’s licensing and [background check requirements](#). Every state has different licensing requirements and your local CCR&R can help you learn about the regulations for child care centers in your state. Over the next several years, new federal law will require states to conduct [criminal background checks](#) on all child care employees as well as other adults who have regular unsupervised access to children that work at a licensed, license-exempt, regulated, and registered child care provider.

Use this checklist to ask questions of your local [Child Care Resource and Referral \(CCR&R\)](#) agency or your state licensing consultant to help you think through the steps you will need to take to become a licensed child care center business and to obtain a background check.

Question	Response	Comment
Do I need to have a license to open a child care center?	<div style="display: flex; justify-content: space-around;"> Yes No </div>	
If I choose not to become licensed, have I contacted my local Child Care Resource and Referral (CCR&R) agency to help me provide quality care?	<div style="display: flex; justify-content: space-around;"> Yes No </div>	
Is there a fee to get licensed, and if so, how much?	<div style="display: flex; justify-content: space-around;"> Yes No </div>	
Does my program have to be inspected? <i>Who conducts the inspections and how frequently do they occur?</i>	<div style="display: flex; justify-content: space-around;"> Yes No </div>	
How many children can my program care for at one time?	Infants: _____ Toddlers: _____ Preschool: _____ Pre-K: _____ School-age: _____	

Licensing and Background Checks *continued*

Question	Response	Comment
<p>Do I need to get a background check?</p> <p>How much does it cost?</p> <p>How often will I need to do a background check?</p>	<p>Yes No</p> <p>Cost: \$ _____</p>	
<p>Will my staff need to have a background check?</p>	<p>Yes No</p>	
<p>Will volunteers in my center need a background check?</p>	<p>Yes No</p>	
<p>How often will my staff and/or volunteers need a background check?</p>		
<p>Do I need a degree or special certification to operate a center in my state?</p>	<p>Yes No</p>	

Licensing and Background Checks *continued*

Question	Response	Comment
<p>What type of training do I need to open up a child care center? Who offers the training? What costs are associated with the trainings?</p> <p>What ongoing training will I need to do?</p>	<p>Required initial trainings:</p> <p>Health and Safety</p> <p>Food/Nutrition</p> <p>Inclusive Child Care</p> <p>Other: _____</p> <p>Required ongoing trainings:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>What training requirements will my staff need?</p>		
<p>What type of equipment and supplies do I need?</p>		