



CO L O R A D O

Office of Early Childhood

Division of Early Learning Licensing
& Administration

Child Care Licensing

Family Child Care Home Application

Submission Guide

Updated: 3.4.2022

This submission guide contains all of the information you need to apply to operate a Family Child Care Home in the State of Colorado. All required documents can also be individually downloaded from the Office of Early Childhood website: [ColoradoOfficeofEarlyChildhood.com](https://coloradoofficeofearlychildhood.com).

If you have licensing questions, please call the Office of Early Childhood at 1.800.799.5876.

Table of Contents

Getting Started	3
Things to Know Before Submitting Your Application	4
Family Child Care Home	4
Experienced Family Child Care Provider (ECCP)	5
Child Abuse and Neglect Records Check	5
People Living in the Home	5
Non-Resident Employees of the Home	6
Submit your application materials.	6
You've Submitted Your Application! Now What?	6
Complete Required Training	6
Complete Criminal Background Checks and Fingerprinting	7
Privacy Act Notification	7
Health Evaluation	8
Food Program for Child and Adult Care Programs	8
Licensing Inspection	8
Waivers	8

Getting Started

- This guide contains all of the information you need to apply for a Family Child Care Home license in Colorado. To begin the application process, please create a username and password in the [Provider Hub](#) where you will be able to submit an online application and fee. A mailed-in paper version of the application will still be accepted; however, providers are encouraged to use the Provider Hub for faster processing times. Only a check or money order will be accepted with the mailed-in form. All credit card and e-check payments must be submitted through the Provider Hub. **It is very important for you to complete all the application requirements on the paper application. Incomplete paper applications and/or applications with incorrect fees will be returned and processing will be delayed.**
- This guide applies only to [ORIGINAL family child care home licensing applications](#). An original application is required if this is the first time you are applying for a child care license, if you were previously licensed and wish to open again, if you are changing your license type, changing your physical address, or if you are adding or removing a secondary applicant to your license (e.g., spouse).
- Do NOT submit an original application if you want to make changes to your licensed space (add a basement/add or remove a room used for child care, etc.), change your name, or add/remove residents (other than Applicant #2) living in the family child care home. For those changes, submit a change request application in the [Provider Hub](#) or visit the [Make Changes to a Child Care License](#) section of the Office of Early Childhood website.
- Submit your original application at least 60-90 days prior to the date you plan to start providing care. Because a licensing inspection and background checks are required prior to opening for business, the entire licensing process can take up to 90 days, so please plan accordingly. Applications are processed in the order they are received.
- Read and familiarize yourself with the [General Rules Regulating Child Care Facilities \(7.701\)](#), the [Licensing Rules Regulating Family Child Care Homes \(7.707\)](#) and the [Rules Regulating Special Activities \(7.719\)](#) issued by the Colorado Department of Human Services (CDHS). *(Note: Licensing rules and regulations frequently change. For links to the most current versions visit ColoradoOfficeofEarlyChildhood.com.)*
- Ensure you are in compliance with local zoning, building and planning ordinances, and any homeowner association covenants (see [General Rules, 7.701.34.C](#) for more information). You can usually acquire this information at your city or county planning and zoning office. Have letters available for review at your licensing inspection, if applicable.
- A **NONREFUNDABLE** application fee is required when you submit your application through the Provider Hub or by mail to our office.
 - Only a check or money order will be accepted with the mailed-in form. All credit card and e-check payments must be submitted through the Provider Hub. Review the [Licensing Fees Schedule](#) to determine the correct fee.
 - If you are using a paper copy and mailing it to our office, please include a check or money order for the licensing application fee with your application. The check or money order must be payable to the Colorado Department of Human Services and should include your license number in the memo, if you have one. **Applications with incorrect fees or missing payments WILL BE RETURNED, and processing will be delayed.**

- If you are using a paper copy and mailing it to our office, please type directly in the application forms (preferred) or complete using BLACK or BLUE INK. If you are writing on the application, please print neatly so the information can be entered correctly into the data system.
- Keep a copy of all documents you submit for your records.
- If you have any questions, please call the Office of Early Childhood at 1.800.799.5876 or visit ColoradoOfficeofEarlyChildhood.com.

Things to Know Before Submitting Your Application

- There are multiple types of family child care home licenses: family child care home, infant & toddler, three under two, large child care home, experienced child care. Each family child care home license has different requirements, be sure you meet the requirements for the type of license you are applying for. Fees are not refundable if you apply for an incorrect license type. Please review the [Colorado rules regulating family child care homes](#), 7.707.22 for more information. The capacity, or the number of children allowed to be cared for in a family child care home, is determined by the amount of indoor and outdoor space designated for child care. Local zoning requirements may also impact the allowed capacity.
- According to the [rules regulating family child care homes](#), 7.707.21, “Provider” refers to the person that provides direct care, supervision, and education to child(ren) in care at least 60% of the daily hours of operation of the family child care home. This person is legally liable for the business and must be listed as Applicant #1 on the application. A spouse or other adult **who lives in the home and also provides care** is considered an “Affiliate of a Licensee” and must be listed as Applicant #2 on the application (see 7.701.2J for more information). This person is also legally liable for the business.
- The primary residence (home) must be the location where the child care provider lives and will provide care. A license cannot be issued to a family child care home where the primary residence is not the same location where care will be provided.
- Before a child care license is issued, a representative of the Colorado Department of Human Services (CDHS) must complete a licensing inspection.
- **All children living in the home who are under the age of 12 counts toward the license capacity. Your children, 12 years of age and older, do not count toward your license capacity.**
- Licensed family child care homes enrolling children five years of age or younger are automatically rated a Level 1 in [Colorado Shines](#), the state quality rating and improvement system. Information about Colorado Shines is available online at ColoradoShines.com.

Family Child Care Home Application

- Complete and sign the [Original Family Child Care Home Application](#), this can be done online through the Provider Hub or by mailing in a paper copy and payment to our office.

For paper applications:

- Ensure your application includes information and a signature for both the primary applicant (Applicant #1) and the secondary applicant (Applicant #2), if applicable.

- Complete the “*Name and information for ALL household members*” section of the application thoroughly (Section 1.5). Make sure you provide complete information for all people living in the home regardless of age, even if they are not related to you. **This section must include information for you, your spouse, significant other, children, relatives, roommates, tenants, etc.**
- Complete the “*Background Investigation Authorization*” section (Section 3) of the application for any adult, age 18 and older, that you listed in the “*Name and information for ALL household members*” section of the application. This includes, but is not limited to grandparents, aunts, uncles, children going to college, etc.
- Review the “*History of Criminal Record*” section (Section 4) of the application and provide the required information, if necessary. If more than one person has a conviction OR if one person has several convictions, print an additional copy of that page and submit the required information with the application.
- Complete the “*Application Acknowledgements*” section (Section 5) of the application.
 - Check the boxes to the left of each statement to indicate that both the primary and secondary applicant read each and agree.
 - Both applicants (Applicant #1 & Applicant #2) must sign the “Application Acknowledgements” section of the application.
 - Applications without the required signatures will be returned and processing will be delayed.

Experienced Family Child Care Home Providers (ECCP)

- There are additional requirements for the ECCP license that you need to meet prior to applying. Please see [Rules Regulating Child Care Homes, 7.707](#) for more information.
- You must complete the [Experienced Family Child Care Home Provider Acknowledgment](#) if you are applying for an ECCP license. **This form is ONLY required for those applying for an ECCP License. It is NOT required for any of the other family child care home license types. Processing for ECCP license types will be delayed if this form is not included with the application materials.**
- When completing the ECCP Acknowledgment form, be sure to check the boxes to the left of each statement to indicate that both the primary applicant and secondary applicant read the statements and agree.
- Also be sure that both Applicant #1 and #2 sign the form. If a signature is missing, processing will be delayed.

Child Abuse and Neglect Records Check

Basic information about this background check is provided below. For more detailed information about child abuse and neglect records checks, please visit the [Office of Early Childhood website](#).

If you have questions about this process, please call the Child Abuse and Neglect Background Investigation Unit at 303.866.2266. This is a monitored voicemail line.

People Living in the Home

This check is required for EVERYONE living in the home, regardless of age or relation to either applicant. This includes minor children. Include the Background Facility Inquiry Form(s) and a **separate check** or money order made payable to “CDHS Background Investigation Unit (BIU)” with your application materials. **Do not include this fee in the same check you submit for your application fee.** Doing so will delay the processing of your application.

The primary applicant (Applicant #1) authorizes the check for the minor children in the “*Applicant Acknowledgments*” section of the [Original Family Child Care Home Application](#).

There is no fee for this check for people living in the home.

Non-Resident Employees of the Home

Employees who do not live in the home must complete a separate [Facility Child Abuse and Neglect \(Trails\) Request](#) to perform the child abuse and neglect records check. This check does not replace the criminal background check required for licensure. **The fee for this is \$35 per non-resident employee.**

Submit your application materials.

Review your application materials to ensure you (and Applicant #2, if applicable) completed and signed everything.

Check to make sure you included a check or money order made out to the Colorado Department of Human Services with the correct application fee amount. **Applications without correct payments included will be delayed or returned. If you would like to pay using a credit card or e-check the application must be filled out on our Provider Hub only, not with a paper application.**

Fingerprints are required to complete the application process but please DO NOT SUBMIT them to the Office of Early Childhood with your application. These must be processed by one of the approved fingerprinting vendors.

Mail ALL of your completed application materials to:
Colorado Department of Human Services (CDHS)
Office of Early Childhood (OEC)
1575 Sherman Street, First Floor
Attn: Application Processing
Denver, CO 80203-1714

If you would like to send your completed application materials overnight, please use United Parcel Service (UPS) only. Other vendors' overnight services may be delayed in arriving at our office.

You've Submitted Your Application! Now What?

Complete Required Training

There are two types of initial training required for all child care providers: pre-service and orientation. Pre-service training must be completed prior to working with children. Orientation training must be completed within 30 days of employment. You do NOT need to complete the pre-service training prior to submitting an application, however, **you must complete all pre-service training requirements prior to your initial licensing inspection.** The preservice training requirements and the approved training vendors are available here, "[Training](#)". If you question regarding the pre-service training contact your licensing specialist or contact the office and ask to speak to the licensing specialist on duty. Some of the pre-service training courses are available for free on the [Colorado Shines Professional Development Information System](#) (PDIS), however, you will need to complete some required pre-service training in person with an approved training vendor. Be sure to keep copies of all completed training certifications on file. Training documents will be reviewed and must be made available to the Colorado Department of Human Services, upon request. Please visit the [Office of Early Childhood website](#) to view the current list of approved training vendors. Select the "For Providers" tab at the top of the page. Then select "[Training](#)" from the left side of the page. Finally, select the "Required Pre-Service and Orientation Courses" dropdown menu.

Complete Criminal Background Checks and Fingerprinting

Fingerprinting to obtain a criminal record check for the Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI) results is required for **all adults living in the home AND adult employees living outside the home, age 18 years and older - EVEN IF THEY ARE NOT RELATED TO YOU.** This includes you, Applicant #2, spouse, children, relatives, roommates, tenants, etc. **Minor children, under the age of 18, living in the home are not required to be fingerprinted.**

There are **two** separate [background check processes](#) that must be completed in order to become licensed to provide child care in Colorado OR to work as an employee or volunteer of a child care facility: criminal background check and child abuse and neglect background check. The **criminal background check** is a fingerprint-based criminal history check of both the Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI) records. **The combined fee for both criminal background checks is \$49.50 per request per person.** The **child abuse and neglect background check** is a records check of the statewide Colorado child abuse and neglect database (referred to as Trails) for information to determine if a person has any founded (confirmed) reports of child abuse or neglect. This background check is also referred to as a Trails check. **A \$35 NONREFUNDABLE fee is required for each Trails abuse/neglect background check request.**

Information regarding out of state background checks can be found on the Office of Early Childhood Website under the [Background checks](#) tab. Information regarding out of state background checks can be found on the Office of Early Childhood Website under the [Background checks](#) tab.

Include a **separate check** or money order made payable to "CDHS Background Investigation Unit (BIU)" with your application materials. **Do not include this fee in the same check you submit for your application fee.** Doing so will delay the processing of your application.

You cannot begin the fingerprinting process until you receive a [Fingerprinting Instructions Letter](#) from the Office of Early Childhood because it includes the account numbers you will need to begin the fingerprinting process.

- In addition to the information in the letter, you need a valid government-issued photo identification card ([Please view this document for more information](#)).
- If you have not received the Fingerprinting Instructions Letter with your pending license number **within 30 days of submitting your application**, call the Office of Early Childhood at 1.800.799.5876.

Privacy Act Notification

- Print a copy of the [Privacy Act Notification](#) form for each individual in the home who will be fingerprinted. This form must also be printed for, and signed by, any employees who do not live in the home. This form provides information and rights to the adults being fingerprinted.
- Fingerprinting is not required for children under the age of 18 so they are not required to sign the Privacy Act Notification.
- DO NOT submit the Privacy Act Notification form with your application materials.** You must, however, keep a signed form for each adult living in the home and non-resident employee and make it available to the Department upon request.

Health Evaluation

- Every person residing in the home must have an initial health evaluation. Health professional must complete the front & back section of the [Health Evaluation Form](#) and sign it.
- DO NOT send in the Health Evaluation Form with your application materials.** Keep the completed form(s) in your home for your licensing specialist to review at your licensing inspection.

Food Program for Child and Adult Care Programs

- If you are interested in participating in the Child and Adult Care Food Program (CACFP), please visit the [Colorado Department of Public Health and Environment Child and Adult Food Care Program website](#) or call 303.692.2330 for more information.

Licensing Inspection

- Once the Office of Early Childhood receives a complete application packet, a licensing specialist will contact you to schedule an original licensing inspection. **If you are not contacted by a licensing specialist to schedule your original licensing inspection within 45 days of submitting your application, please call the Office of Early Childhood at 1.800.799.5876.**
- Original licensing inspections are completed to determine if a license should be issued. At the inspection the licensing specialist will verify compliance with licensing rules and regulations, review required training certificates and review health statements.

Waivers

- [Child care licensing rules and regulations](#) set the minimum health and safety requirements licensed child care providers must follow to operate legally. However, you may request to temporarily waive a child care licensing rule that creates substantial, unnecessary burden or difficulty for a child or children, family, you, your business, or the community.
- You must have a pending license number to submit a Waiver Request.

❑ For more information about Waiver Requests, please review the [Appeal and Waiver Request General Submission Guide](#) or visit the Appeals and Waivers section of the [Office of Early Childhood website](#).