

Child Care License Checklist

follow these steps to begin your new career as a Licensed Child Care Provider!

First steps:

Do you rent or own your home?

Check with your landlord or home owners association to confirm allowability for an in-home business.

Register in the Ohio Professional Registry (OPR)

(sometimes referred to as Ohio Child Care Referral and Resource Agency (OCCRRA) <https://occrra.org/opr/>.) This is where you will receive your OPIN (Ohio Professional Identification Number) and where you will take your training and complete your background check requests.

Complete your training:

1. CPR/First Aid: Contact the Red Cross to schedule. 196 S. 5th St. Newark. 740-349-9442

The following trainings are currently available for completion in the Ohio Professional Registry (OPR) <https://registry.occrra.org/>

2. Pre-Licensing Training: Family Child Care Home Orientation Training for Child Care Providers and Staff Members. This training does not expire. You will not repeat this training.

3. Communicable Disease: Provided through OPR/OCCRRA. Search their website for next available training.

4. Child Abuse and Neglect: Provided through OPR/OCCRRA. Search their website for next available training.

5. Transportation Training: This training is optional and only required if you will be providing transportation. This training is free and is offered through OCCRRA. This training does not expire. You will not have to repeat this training.

Please contact the Ohio Child Care Resource and Referral Association (OCCRRA) staff at 1-877-547-6978, option 1 with any questions on how to create a profile or register for a training.

NEED HELP? The LCJFS Licensing Specialist is available at any time during the licensing process for questions and support.

Contact Bradley Annett at
740.670.8742 or
Bradley.Annett@jfs.ohio.gov

Next steps:

Pre-licensing information session:

work on policies and procedures, a plan of operation and a disaster plan for your child care with the LCJFS Licensing Specialist.*

Obtain a copy of your diploma/ proof of education and a valid driver's license.

Have your doctor complete your medical statement.*

Complete your JFS 1174 stating no adjudicated delinquents reside in your home.*

Log into to OCLQS (Ohio Child Licensing Quality System) to complete your application for your state license. All future program transactions pertaining to your child care business and license will happen here as well. This is where you will receive your provider license number. You will also choose a name for your in-home child care. https://oclqs.force.com/oclqs_home.

Submit your \$25.00 application fee through OCLQS.

Get your background checks:

Complete background checks at JFS

Make sure that you affiliate yourself with your child care on the request for background checks. The fee is \$47.25 per adult (subject to change). Any person age 18 and older, residing in the home, must

complete a background check. Once you complete your fingerprints and FBI/BCI background checks at JFS, you will log in to the OPR at <https://occrra.org/opr/> and complete the JFS 1175 request for a background check through OPR. Through this request, the State of Ohio will process 3 additional background checks through SACWIS (Children Services), the national sex offender registry and the state sex offender registry. Once you complete this step, you should receive your JFS 1176** confirmation through your OPR dashboard or email within approximately 2 weeks. If you have trouble with this step, please contact OCCRRA at 1-877-547-6978 or by email at support@occrra.org. Contact the LCJFS Licensing Specialist to schedule an appointment.

***Note: A JFS 1176 form is a state-required form that allows the applicant and all the adult residents the ability to become a provider or reside in the home where the child care will take place. Without a JFS 1176, a child care provider or adult resident(s) cannot be left alone with children per OAC rule 5101:2-13-09.*

You are ready to submit your application!

Once your application is submitted, it will be received by Licking County JFS. It will be reviewed and a pre-licensing inspection will be scheduled with you. Once these steps are successfully completed, your application will be sent to the state for approval. You will receive your license in the mail once the application is approved by the state.

**For more info or assistance, call
740.670.8742**