



HOW TO BECOME A LICENSED FAMILY CHILD CARE PROVIDER

1. The Department of Early Education and Care requires that you attend a three-hour Family Child Care Orientation provided by Child Care Circuit and the Department of Early Education and Care. The fee for the workshop is \$15.00. The following topics will be discussed in the orientation:
 - The partnership between the Department of Early Education and Care, the Child Care Resource and Referral Agency (Child Care Circuit) and the Family Child Care Provider
 - Department of Early Education and Care regulations and the licensing process
 - The relationship between “work” and “family”
 - Business aspects associated with a career in Family Child Care
 - Available resources to support you in providing quality care

Upon completion of this workshop you will receive a certificate of attendance.

- Please register for the Family Child Care Orientation on our website:
(www2.childcarecircuit.org/professionals/calendar.asp)
 - You can also come to our office at 190 Hampshire Street in Lawrence, MA 01840 to register.
2. Register for a First Aid and Infant/Child CPR class. For information about First Aid and Infant/Child CPR classes, please contact your local office of the American Red Cross. The fee for the class varies.
 3. You will need to complete a Family Child Care Provider License Application. A Licensor from EEC will provide you with this application at the Family Child Care Orientation.
 4. Mail your completed application with all the required documentation, including your certificate of attendance from the orientation workshop, copies of your First Aid and Infant/Child CPR cards and a check or money order for \$100.00 (payable to the Commonwealth of Massachusetts) to:
 - Department of Early Education and Care
360 Merrimack Street
Building 9, Third Floor
Lawrence, MA 01843
 5. A licensor from the Department of Early Education and Care will call you to schedule a visit to your home.