

The licensure process includes the following steps:

1. Completion of the initial application forms packet. This packet can be sent to you. Requests for this packet can be emailed to cpeterson@co.rice.mn.us or by calling Colleen Peterson at 507-332-6272, 507-645-4723, or 507-744-5185.
2. Completed forms need to be returned to the licensor for processing. These forms may be:
 - A. Brought to the Orientation to Child Care Licensure sessions that are held monthly.
 - B. Mailed to Colleen Peterson, Rice County Social Services, PO Box 718, Faribault, MN 55021.
 - C. Dropped off at the front desk at Rice County Social Services between the hours of 8:00 AM to 4:30 PM, or after hours, at the drop box outside our office in Faribault at 320 NW 3rd Street.
 - D. Applications can also be returned to our Northfield office located on the second floor of City Hall at 801 Washington Street between the hours of 8:00 AM to 12:30 PM and 1:00 PM to 4:30 PM. The phone number is 507-645-3090.
3. Before the commissioner issues a license, the commissioner shall conduct a study of:
 - A. The applicant;
 - B. Persons over the age of 13 living in the household where the licensed program will be provided;
 - C. Current employees or contractors of the applicant who will have direct contact with persons served by the program, and;
 - D. Volunteers who have direct contact with persons served by the program to provide program services.

LET THIS STATEMENT SERVE AS WRITTEN NOTICE THAT A STUDY OF RICE COUNTY SOCIAL SERVICE FILES WILL BE CONDUCTED ON ALL INDIVIDUALS LISTED.

4. New Provider REQUIRED Training

BEFORE an applicant for licensure can become licensed, they must complete the following training requirements:

Supervising for Safety for Family Child Care – there are 2 options for this requirement

6 hours if you take a “Face to Face” classroom course

8 hours if you take the online course on the Develop website *** If you choose this option, please be aware that online participation is required and there are specific start and end dates. **THIS IS NOT A SELF-PACED ONLINE COURSE**

Developmentally Appropriate Behavior Guidance

4 hours of training for either Face to Face or online course.

Sudden Unexpected Infant Death/ Abusive Head Trauma (SUID/AHT)

If you are registering for a Face to Face classroom course type in Sudden Unexpected Infant Death and it will bring up options for the combined course including Abusive Head Trauma.

IF YOU ARE TAKING THE ONLINE COURSE FOR SUID/AHT YOU MUST REGISTER FOR EACH TOPIC SEPARATELY. EACH COURSE IS 1 (ONE) HOUR OF TRAINING. You have to **type in the whole name of the course** not just SUID or AHT.

All three of these courses can be taken either online or in a classroom setting

One website lists both the online and classroom courses.

The website is:

www.developtoolmn.org

You **MUST** open an account on the Develop website in order to register for these courses. If you have trouble opening an account you can contact Stephanie at 507-287-2020 or email her at stephanied@familiesfirstmn.org

This account is important because it will document all your initial training and ongoing training when you register for your courses. Hard copy certificates **WILL NOT** be given out so you **MUST** have a training account to record your training.

When you search for these courses on the Develop website, type in the title of the course **EXACTLY AS SHOWN ABOVE!**

The cost is \$5.00 per hour per course. This price may go up in the future, but these are the current prices.

APPLICANTS MUST ALSO COMPLETE:

Infant and Child CPR & First Aid: number of hours depends on instructor

Cost depends on the instructor

Cardiopulmonary resuscitation (CPR), including CPR techniques for infants and children, and in the treatment of obstructed airways that includes CPR techniques for infants and children. The CPR training must have been provided by an individual approved to provide CPR instruction, must be repeated at least once every two years

First aid training must have been provided by an individual approved to provide first aid instruction. First aid training may be less than eight hours and persons qualified to provide first aid training include individuals approved as first aid instructors. First aid training must be repeated every two years.

A list of trainers in this area is listed below. Also, any trainer who meets the criteria listed above may be used. You can also check with local Community Education or hospitals in your area for options.

3 hours – Child Passenger Restraint Training

Cost depends on instructor

(You must complete this before you can transport daycare children. If you are not going to transport you don't have to take this course)

***The licensor will need a copy of your training record from the Develop website for:**

Supervising for Safety

Developmentally Appropriate Behavior Guidance

Sudden Unexpected Infant Death (SUID) & Abusive Head Trauma (AHT)

Please provide a copy of your CPR & 1st Aid Card after you complete the training.

Please provide a copy of your training certificate for Child Passenger Restraint training if you decide to take it.

CHILD PASSENGER RESTRAINT SYSTEMS TRAINING

Applicants or licensed child care providers who want to provide care and transport children eight (8) years of age and under, must obtain Child Passenger Restraint Systems Training and this training must be repeated every five years. This training is three hours in length involving a certified trainer approved by the Department of Public Safety. You can check on the most current statewide listing of classes by clicking on Child Passenger Safety in the left hand column then look for the middle column on Child Care Provider Passenger training through the DPS website as follows: www.dps.state.mn.us/ots/ There is also information in your orientation packet on a training option for this at AAA in Burnsville AND there is a category on Develop website for Children and Restraint Systems (C.A.R.S.) training.

CPR and 1st Aid Training Resources

MN Statute 245A.50 Subd. 3 & 4 states:

Persons qualified to provide first aid training include individuals approved as first aid instructors.

The CPR training must have been provided by an individual approved to provide CPR instruction, must be repeated at least once every two years, and must be documented in the staff person's records.

Anyone who meets the above criteria may do the instruction. Below are 2 options I am aware of. You may also contact local community education, hospitals etc. to obtain this training.

First Aid & CPR Professionals, LLC

Jon Roemmich,- Owner

952-239-2831 – cell or 952-492-5780 - office

firstaidcprprofessionals@yahoo.com

Available very quickly will do one on one instruction at your home

Cost: \$75 per person

K.C. Walsh – 507-210-2540

American Heart Association Certified Instructor

Comes to your home or business

CPR & 1st Aid

Instructor will inform you of the cost when you call her.

Kandra Heinnccey

CPR/ First Aid trainer

612-242-8013

5. **A State Fire Marshal inspection** of your residence will be required if your home has an attached garage, wood burning furnace, fireplace, use of second floor for day care, use of basement for day care, all mobile homes, a duplex or an apartment. If your home has these characteristics and is less than 5 years old, the applicant can provide a Certificate of Occupancy for the residence in lieu of the Fire Marshal inspection. There is a **\$50 fee** for the fire marshal inspection. If there are items that need to be corrected to bring your home up to the Minnesota Uniform Fire Code standards, those items will need to be completed prior to licensure.
6. An application is completed when all studies, reports, and evaluations have been completed and received by the agency. The agency shall forward its licensure recommendation to the commissioner within 20 working days after an application is completed.
7. After the initial packet has been processed by this agency and the fire marshal inspection has been completed (if required) I will contact you for a first home visit. At the visit we will review together the child proofing and safety features of your home. If there are things that need to be completed or corrected I will leave a list with you at the end of the visit.
8. When the needed improvements to your home have been made, you will contact me for a second home visit to your residence. At this visit an interview will be conducted to learn your behavior management methods and your philosophy on caring for children.
9. After all corrections have been made for licensure, including the fire marshal orders, the application for licensure will be sent to the Minnesota Department of Human Services for issuance of a license, within 20 days of completion of the licensing requirements.
10. The approximate length of time for the licensing process to be completed is two to four months.

Also enclosed in this packet is "The Family Day Care Self-Awareness Profile". This is a voluntary evaluation of your personal risk for child abuse. This is for your own personal use and was not developed to be shared with other people in any way. The purpose of this assessment is to help you understand child abuse and neglect, and your own personal relationship to this problem for children in child care, particularly those in family child care homes. Completion of this self-awareness profile is your first step in the licensure process. If, after completing this profile, you feel confident of your continued desire to pursue licensure, I invite you to join me at the next scheduled day care orientation. This meeting will familiarize you with the rules that govern day care licensure and give you an opportunity to ask questions about the process.

Statistics have shown that individuals who get into the profession of day care without carefully considering all factors can end up frustrated, burned out or both, and don't last long in the child care business. Please take this time to carefully consider your decision to become a licensed child care provider. A good parent doesn't automatically qualify you as a good family child care provider.

Colleen Peterson
Licensing Specialist
507-332-6272
cpeterson@co.rice.mn.us