

## Steps to take to become registered

Once you are ready to become a registered early childhood professional you will need to contact a Registered Provider Specialist at the Division of Child Care (DCC) at 844-209-2657. Once you contact the specialist with your intent to apply, you will need to complete the following information:

- DCC-94A (Registered Provider Child Care Information Form)
- Application: Either the DCC-95 (Care provided in provider's home Application) or DCC-96(Care provided in the child's home Application)
- W-9 (Request for Taxpayer Identification Number and Certification)
- Health Statement
- Background Check
- Photo ID or Birth Certificate
- Verification of Training

Further explanation of above requested information is below.

To become a registered professional you will have 30 days to complete the following:

- Application
  - If you intend to provide services in your home then a completed DCC-95, Application for registered childcare provider needs to be completed and returned to the Division of Child Care.
  - If you intend to provide services in the family's home, complete the DCC-96, Application for Registered Child Care Provider in Child's Home and sent to the Division of Child Care.
  - The following will also need to be completed and attached to the application:
    - TB Skin Test and a general health form
      - Written verification from a health professional stating that you are free of Tuberculosis and in good general health and able to care for children.
      - If you are providing care in your home then any individual 18 years of age or older will need to submit a TB skin test.
    - Back ground checks
      - Background checks will need to be completed and the employment verification form will need to be turned in on the provider.
      - If you are caring for children in your home a background check will need to be completed and the employment verification form will need to be turned in on any individual that is living in the home that is 18 years of age or older.
- A completed DCC-94A, Registered Child Care Provider Information Form will need to be completed and turned in with the application. This form explains what you will be charging for services.

- A completed IRS W-9, Request for Taxpayer Identification Number and Certification will need to be turned in with the application.
- A written evacuation plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard to a child in care. There is a template included for your use.
  - This plan should include:
    - A Designated relocation site
    - Evacuation Routes
    - Measures for notifying parents of the relocation site and ensuring a child's return to the parent.
    - And Actions to address the needs of an individual child to include a child with special needs.
- Prove that the professional is over the age of 18 by providing a copy of your birth certificates or photo ID.
- Show verification of social security number
- Complete the following:
  - Six (6) Professional Development hours of Kentucky Orientation for Child Care, which includes Health, safety, and sanitation, Recognition of child abuse and neglect, and developmentally appropriate child care practice. You may look for potential classes through the Early Care and Education, Training Records Information System (ECE-TRIS).
  - Pediatric Abusive Head Trauma needs to be completed within the first 90 days and every five years after that. This can be found on the ECE-TRIS website.