

Contact ECCLC to sign MOU if using financial assistance
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2850 McClelland Dr., Suite 3400, Ft. Collins

Step 1

Local Approval
*IF APPLICABLE TO
YOUR SITUATION

- HOA approval or Landlord approval
 - Zoning Approval
 - Timnath – zoning approval (cost \$__)
 - Loveland – zoning approval (\$50)
City of Loveland Planning & Zoning 970-962-2000 #8
 - Wellington – apply for business license (\$25) and home occupation (\$25)
Town of Wellington – Cynthia Sullivan: 970-568-3381
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Step 2

Licensing
Application

- Online at www.coloradoofficeofearlychildhood.com/familychildcarehome
 - View Rules & Regulations
 - 7.701, 7.707 and 7.719
 - Send in hard copies for your application:
 - Application
 - ID photocopies for both primary application and secondary applicant.
 - Proof of Lawful Presence in the United States Affidavit (found under Required Application Materials section 4)
 - Fees to include with application:
 - Application fee
 - If you have an employee who does not live in the home, include separate form and fee (\$35/person)
 - You can reference what is required in your application in document “Steps to Submit Your Application.”
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Step 3A

Training

Before 1st inspection

Fees

- Pre-Licensing (15 hours)
- CPR & First Aid
- Medication Administration (Part 1 online option)
- Standard Precautions (online option)

Free Online

<https://ecpd.costartstrong.org/ets/login.aspx>

- Prevention of Shaken Baby Abusive Head Trauma
 - Recognition & Reporting of Child Abuse & Neglect –
www.coloradocwts.com/mandatedreporter/educators
 - Child Care and Preschool Immunization
 - Prevention of Sudden Infant Death Syndrome & Use of Safe Sleep Practices
 - FEMA training (<https://training.fema.gov/is/courseoverview.aspx?code=IS-36>)
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Step 3B

When you receive
your license #

- Once you have turned in your application and received your license number you must submit your fingerprints through an approved vendor found here:
http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Background-Checks&lang=en

Step 4

Inspection

- Get your home ready for inspection (see checklist)
 - Health Evaluations and Privacy Act Notification forms (found under Materials You Are Required to Keep on File in the Home section) – all living in the home
 - Contact Licensing Specialist with questions
Bettina Stutzman – bettina.stutzman@rrcc.edu, 303-914-6100 ext. 3064
80511, 80517, 80526
Marlene McKenzie – marlene.mckenzie@rrcc.edu, 303-914-6100 ext. 3065
80512, 80528, 80534, 80537, 80538
Krysti Kochen – krysti.kochen@rrcc.edu, 303-914-6100 ext. 3186
80513, 80525, 80536, 80545, 80547
Brianna Case – Brianna.case@rrcc.edu, 303-914-6100 ext. 3069
80521, 80524, 80535, 80549
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Receive License



Access Support

- ECCLC
 - Incentives and Funding
 - Annual Provider Updates to keep information current for referrals
 - Child care referrals through Mile High United Way
 - PDIS & Colorado Shines Level 2 – Quality Improvement Navigator
 - Program support/feedback, PDIS, Colorado Shines Levels 3-5 – Quality Support Coaches
 - Email list, Facebook and Website (including calendar) for important information and upcoming trainings (15 hours per year)
- Family Child Care Associations
 - **AFCCH** Association of Family Child Care Homes
President: Sharon Chaffey – 970-484-7160
 - **FCPIC** Fort Collins Partners in Child Care
www.fcpic.org/p/blog-page.html
President: Rhonda Peterson – 970-204-0241
 - **LFCCA** Licensed Family Child Care Association
<https://licensedfamilychildcareassociation.com>
President: Irene Gilman – 970-532-5091
- Food Program (reimbursement for healthy child nutrition meals)
- Licensing Specialist