

Interested in Becoming a Regulated Child Care Provider?

There are so many good reasons to become regulated.

Becoming a regulated child care provider is a great idea! You'll help little ones learn, play, and grow in a safe, nurturing space that Wisconsin children and their families can rely on. It's a rewarding future that's full of opportunities for professional growth. That's especially true for licensed or certified child care providers.

Becoming regulated is the best way to let your community know your program meets Wisconsin's health and safety standards. There are other business benefits too, like:

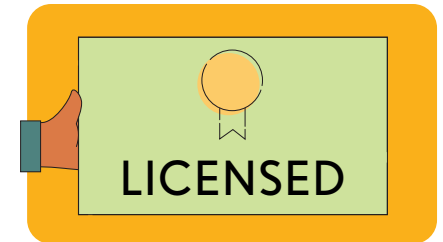
- › Serving families eligible to receive Wisconsin Shares (dcf.wisconsin.gov/wishares) subsidy payments
- › Becoming eligible for YoungStar (dcf.wisconsin.gov/youngstar), which provides resources to quality child care programs
- › Reaching more families through Wisconsin's Child Care Finder (childcarefinder.wisconsin.gov) online search tool
- › Getting referrals from your local Family Resource Center or Child Care Resource and Referral Agency
- › Receiving ongoing support from regional licensing specialists or local certification agencies

You've got options!

There are two ways to become a regulated child care provider in Wisconsin: **obtaining certification** or **obtaining a license**. Choose the option that fits your program's size and needs best.



Any provider who cares for up to three unrelated children under the age of 7 can choose to apply for certification. Taking that extra step isn't required by law—and that's the point! Getting certified is a smart and simple way to show your neighbors that you voluntarily meet Wisconsin's health and safety standards. It also connects you with programs and support that can make your child care business stronger. Learn how to get certified on page 3.



In Wisconsin, providers must have a license to care for four or more unrelated children under the age of 7. As a licensed child care provider, you'll get expert advice and ongoing support that will help you meet Wisconsin's health and safety standards. You'll also gain access to valuable resources and training opportunities that can help you build a thriving business. Explore the licensing application process on page 4.

Get Step-by-Step Guidance with the Interactive Roadmap to Regulation



Scan to visit DCF's Interactive Roadmap to Regulation at dcf.wisconsin.gov/ccregulation/become-regulated and get started today!

Becoming a licensed or certified child care provider is a process—but you don't have to do it on your own. DCF created a roadmap to help you navigate all of it.

Use our Interactive Roadmap to Regulation to understand the process from start to finish. It's your go-to resource for the latest child care regulation information and forms, as well as useful tips and tools that can help guide your steps. The Interactive Roadmap to Regulation can help you:

- › Understand state rules and requirements
- › Organize and complete the paperwork you'll need
- › Tap into helpful resources for starting a child care program
- › Know when and how to connect with local child care technical consultants
- › Set your business up for success

Keep track of your progress! The Interactive Roadmap to Regulation can send you a helpful link to your latest step, so you can pick up where you left off.

Worksheets, checklists, templates, and more. The Interactive Roadmap to Regulation links you to the documents you'll need, as you need them.

Ready to Become a Certified Child Care Provider?

The steps you'll take to get certified are all important. They're the building blocks to your child care business's long-term success! Luckily, you'll have access to helpful tips and one-on-one support along the way. Learn what to expect by reviewing the major milestones on this page or visit DCF's Interactive Roadmap to Regulation for in-depth guidance that can help you get started.

1



Submit an Expression of Interest

Scan the QR code to start your Interactive Roadmap to Regulation experience at dcf.wisconsin.gov/ccregulation/become-regulated and learn how to submit an **Expression of Interest** form, which provides your local certification agency with basic information about you and your program.

2

Shape Your Business Plan

Figure out how to meet important certification requirements with the help of your local certification agency.

- › Find out if you're eligible for certification
- › Learn about your community's child care needs
- › Check into your local government's requirements
- › Make sure you have the training you need
- › Develop a start-up plan and business policies

3

Apply for Certification

Your local certification agency will help you with your application.

- › Submit the required forms through the online certification application
- › Meet all health and safety standards
- › Complete a fingerprint background check
- › Schedule an inspection site visit

Want to Become a Licensed Child Care Provider?

Getting your license takes time, but it's worth it! Every step in the licensing process is carefully designed to help you understand and prepare to meet Wisconsin's child care rules and standards. Prep by reviewing the major milestones on this page. When you're ready, head to DCF's Interactive Roadmap to Regulation for the step-by-step details you'll need to get started.

1



Choose the Right Child Care Program for You

Scan the QR code to start your Interactive Roadmap to Regulation experience at dcf.wisconsin.gov/ccregulation/become-regulated and choose the type of business you want to license: family child care, group child care, or day camp.

2

Submit an Expression of Interest

This form collects basic information about you and connects you with a pre-licensing technical consultant.

3

Prepare for Pre-Licensing

This step helps you understand and meet Wisconsin's licensing rules for child care providers.

- › Find out if you're eligible for a child care license
- › Learn about your community's child care needs
- › Meet with a pre-licensing technical consultant

4

Complete the Pre-Licensing Process

It's time to take a few practical steps that can ready your business for success.

- › Prepare a safe environment
- › Develop your business model
- › Consider your staff and administrative needs

5

Apply for Your License

A local technical consultant will help you submit your initial licensing application.

- › Submit the required forms and fees through the online licensing application
- › Schedule an initial licensing on-site visit
- › Plan your opening day for at least 60 days after your on-site visit, assuming you're awarded a probationary license