



# Home-Based Day Care Operator's Guide to License Renewals and Hiring

## Completing Your Renewal Application

### Renewal Application Deadline

You must submit your renewal application **at least 60 days** before your registration/license will expire.

### Training

Every two years, you and your staff must each complete 30 hours of training. The training period begins at the start date of your current registration/license and lasts until the date it expires. **If this is your first renewal**, the 15 hours of training that you took for your initial registration/license count as part of the 30-hour renewal training requirement – as long as you completed them *after* you submitted your initial application.

The training must cover nine required topics.

### The Nine Required Training Topics

1. Principles of childhood development (including the appropriate supervision of children, meeting the needs of children with physical or emotional challenges and behavior management and discipline)
2. Nutrition and health needs of children
3. Child day care program development
4. Safety and security procedures, including communication between parents and caregivers
5. Business record maintenance and management
6. Child abuse and maltreatment identification and prevention
7. Statutes and regulations pertaining to child day care
8. Statutes and regulations pertaining to child abuse and maltreatment
9. Prevention and identification of shaken baby syndrome

You must provide proof that you and your staff have completed this training when you submit your renewal application. Proof may include a



certificate, a letter from an instructor on letterhead or an attendance roster from the training organization. These documents must state the names of those trained, the training taken, the topics covered, the number of hours you were trained and the instructor's name and signature.

### CPR and First Aid Certificate

Whenever the center is operating, there must be at least one caregiver on site with a valid CPR and first aid certificate.

### Who Gets Trained?

**New assistants or alternate assistants** who start *after* you have received initial licensing must complete at least 15 hours of training in one or more of the nine required topics during their first six months at work.

This training counts toward their 30-hour requirement. The assistant's total training hours can be prorated to match the percentage of time the assistant was employed during the licensing period.

Every assistant, substitute and volunteer who will or may have regular contact with children in day care must complete the five hour online Foundations in Health and Safety Training. This course offers information and strategies to support and improve the safety and health of children in day care.

**Substitutes** do not have to take the 30 hours of training if they:

- Only fill in for the provider for 15 days or fewer during each year of the two-year licensing period (no more than 30 days total).
- Never fill in for the provider for more than three days in a row.

**If you operate more than one licensed or registered** family-based day care program, you must complete training in the management and administration of multiple day care sites.

### Where to Get Training

Call the New York City Child Care Resource and Referral Consortium for information about training programs. You can also obtain information about training programs, including the 15-hour Health and Safety training and free e-learning and videoconference training, by contacting the SUNY Early Childhood Education and Training Program or the New York State Office of Children and Family Services (OCFS). Please make sure any online training you complete has been approved by OCFS and can count toward your 30-hour training requirement.

### How to Get Funds for Training

You may be eligible for training scholarship funds from the Educational Incentive Program (EIP), sponsored by OCFS. To request an EIP application, contact the SUNY Early Childhood Education and Training Program.

### Inspections

The New York City Health Department is required to conduct a renewal inspection for all family and group family day care homes. In addition, all family and group family homes will be inspected annually. Inspections are also conducted in response to complaints received. After inspection, providers will receive a letter that includes inspection results and a deadline for correcting violations, if applicable.

## Hiring New Caregivers

### Background Checks and Fingerprinting

Any **new** staff, volunteers or substitutes hired since you received your last registration/license must be fingerprinted. Any new household members or household members who have turned 18 must also be fingerprinted.

Fingerprinting is provided by MorphoTrust USA. Be sure to take appropriate forms of identification and the completed *Request for NYS Fingerprinting Services Information Form* (OCFS-4930), available on the OCFS website.

### Statewide Central Register of Abuse and Maltreatment

Any **new** staff, volunteers or substitutes hired since you received your last registration/license must complete and submit a Statewide Central Register (SCR) form. There is a \$25 fee per employee when this form is submitted to the borough office.

Acceptable forms of payment include:

- Certified check
- Postal or bank money order
- Teller's check
- Cashier's check



Please make the check or money order payable to **New York State Office of Children and Family Services** and include the applicant's name. A fee is not required for child care program volunteers or consultants or for household members.

You must also complete and submit a new SCR form for **any new household members or household members who have turned 18** and who were not cleared by the SCR since the last registration. Please submit this form as soon as possible.

### Staff Exclusion List (SEL)

You must request the New York State Justice Center for the Protection of People with Special Needs to conduct a check of the SEL for all caregivers and volunteers hired after June 30, 2013.

### Provider or Staff Name Change

If your name or any of your employees' names has changed, you must:

- **Submit** a copy of the person's government-issued photo ID with the renewal application materials.
- **Alert** your registrar by phone.

### Staff References

Any **new** staff and substitutes must submit three references (one from a past employer and two personal). If the new employee has no past professional experience, they must provide three personal references.

### Medical Statements

Any new assistants, substitutes and household members must submit medical statements signed by a physician within 12 months before the expiration date of the registration/license.

#### Resources:

##### New York City Health Department Bureau of Child Care

🌐 [nyc.gov/health/childcare](http://nyc.gov/health/childcare)  
☎ 311

##### New York State Office of Children and Family Services (OCFS)

🌐 [ocfs.ny.gov/main/childcare](http://ocfs.ny.gov/main/childcare)  
☎ 518-474-9454

##### New York City Child Care Resource and Referral Consortium

🌐 [nycchildcareconsortium.org](http://nycchildcareconsortium.org)  
☎ 888-469-5999

##### SUNY Early Childhood Education and Training Program

🌐 [albany.edu/earlychildhood](http://albany.edu/earlychildhood)  
☎ 800-295-9616

##### LiveScan Fingerprinting MorphoTrust USA

🌐 [identgo.com](http://identgo.com)  
☎ 877-472-6915

