

Certification regulations (with commentary)
can be found on the web at:



[http://dcf.wisconsin.gov/childcare/
certification/pdf/commentarymanual.pdf](http://dcf.wisconsin.gov/childcare/certification/pdf/commentarymanual.pdf)

For more information
and an application packet contact:

Kris Hanson

920-849-1400 or 920-989-2700

All classes are available at
Child Care Resource & Referral, Inc.
920-886-1211 or 800-749-KIDS



1001 W. Kennedy Avenue, Suite A, Kimberly WI 54136
920-886-1211 or 1-800-749-KIDS - fax 920-886-1331
Serving Calumet, Fond du Lac, Green Lake, Manitowoc, Outagamie,
Sheboygan, Waupaca & Winnebago Counties
www.ccrfoxvalley.org

30CH144 (Rev. 2/18/2014)

STEPS TO BECOMING A CALUMET COUNTY CERTIFIED CHILD CARE PROVIDER



Step One

Complete and submit the following forms:



Application for Family and In-Home Child Care

Certification. Three non-related references are required on the application form. You must include their complete address. The persons should have known you for more than 2 years and, if possible, observed you with children. If you are not a U.S. Citizen, include a copy of your Employment Authorization Card.

Child Day Care Certification Standards and Checklist: All 11 pages must be filled in completely and both copies returned!

Caregiver Criminal Record Check and Background Information

Disclosure: These forms must be completed for yourself and each person in your home age 12 or older and are used to conduct criminal record and child abuse or neglect investigations.

- Background checks on the **Provider** are required annually.
- Background checks on **household members (age 12 years and up), subs, volunteers, etc.** are required annually.
- Out of state background checks are required if the person has resided outside of Wisconsin within the last 3 years.

Step Two

Collect and submit the following required information:

Proof of a negative tuberculosis (TB) test within the last 12 months. This is mandatory for certification applicants. Please call your clinic or Public Health Nurse for TB testing.

Water test (ONLY if you have a private well) for bacteriology and nitrates. Contact your local UW-Extension; Women, Infants & Children (WIC); or a private company.



Copies of up-to-date rabies vaccinations on all ferrets, cats and dogs, age 4 months and older.

Landlord Permission to Operate Child Care Business (if you rent)

Written policies that specify your child care fee, when the fee is due, and whether the premises are covered by day care liability insurance. The policies may also include information on health and safety, nutrition, discipline, and daily schedules.

Step Three

Provisional Certification: Completion of the Sudden Infant Death (SIDS) Risk Reduction and Shaken Baby Syndrome Prevention Trainings are required (available at CCR&R)



Regular Certification: Completion of *Introduction to the Child Care Profession* and *Fundamentals of Family Child Care* (or equivalent) courses are required

Submit proof of all completed trainings with application

Step Four

Application Fees: Submit Check or money order (made payable to Calumet County) for payment of fees:



- \$75 biennial certification fee
- \$10 for each required provider's background checks (required 4 times per year)
- \$10 for each additional person (due biennial)
- Plus any out of state background check fees (required if resided outside of Wisconsin within the last 3 years).

All fees are non-refundable

Step Five

On-site home visit:



When all required classes are completed and the background checks and references are processed, an interview will be scheduled with you in your home. This interview will include a physical inspection of your home and yard.

Once these steps are satisfactorily completed your certification will be issued.

**Incomplete applications will be denied after 60 days
&
Applicant will not be eligible to re-apply for 6 months**