



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES



EDMUND G. BROWN JR.
GOVERNOR

COMMUNITY CARE LICENSING DIVISION CHILD CARE LICENSING

CHILD CARE CENTER PROVIDER REQUIREMENTS

In order to obtain a child care facility license, interested individuals must attend an orientation. Orientations are scheduled at the local regional offices on a regular basis, statewide, or individuals may participate in an online orientation at: <https://secure.cps.ca.gov/cdss/default.aspx>. There is an orientation fee and it is nonrefundable.

Licensed child care facilities are required to pay an annual licensing fee, as well as other fees such as for a change in location, change in capacity, and change in corporate status; and late fees, probation fees, and dishonored check fees.

STAFF QUALIFICATIONS

DIRECTOR QUALIFICATIONS

<ul style="list-style-type: none"> ❖ Directors ✓ 12 core semester units early childhood education/development ✓ 3 semester units in Administration or Staff Relations ✓ 4 years teaching experience in a supervised group Child Care Center 	<ul style="list-style-type: none"> ❖ Infant Director ✓ 12 core semester units <ul style="list-style-type: none"> ○ 3 semester units related to infant care ✓ 3 semester units in Administration ✓ 4 years teaching experience with children under age 5 years 	<ul style="list-style-type: none"> ❖ School-Age Director ✓ 12 core semester units early childhood education/development ✓ 3 semester units in Administration or Staff Relations ✓ 4 years teaching experience in a supervised group Child Care Center
<p>Alternatives</p> <ul style="list-style-type: none"> ✓ A degree in child development, 3 units Administration and 2 years teaching experience ✓ BA degree in child development, 3 units Administration and 1 year teaching experience ✓ Child Development Site Supervisor Permit or Program Director Permit ✓ School-Age Director – See Health and Safety Code Section 1597.21 		

TEACHER QUALIFICATIONS

<ul style="list-style-type: none">❖ Fully Qualified Teacher✓ 12 core semester units in early childhood education/development semester units✓ 6 months experience in a licensed child care center or comparable group child care program.	<ul style="list-style-type: none">❖ Fully Qualified Infant Teacher✓ 12 core semester units<ul style="list-style-type: none">○ 3 semester units related to infant care✓ 6 months experience with children under age 5 years	<ul style="list-style-type: none">❖ School-Age Teacher✓ 12 core semester units in early childhood education/development semester units✓ 6 months experience in a licensed child care center or comparable group child care program.
Alternatives		
<ul style="list-style-type: none">✓ Teacher - 6 completed semester units of early childhood education and enrolled in at least 2 semester units at a college until fully qualified✓ Infant Teacher - 3 completed semester units of early childhood education and 3 completed semester units of infant care and Enrolled in at least 2 semester units at a college until fully qualified✓ School-Age Teacher – See Health and Safety Code Section 1597.21		

AIDE QUALIFICATIONS

<ul style="list-style-type: none">❖ Aide✓ 6 completed units of early childhood education✓ 18 years old, high school graduate or enrolled in an ROP at an accredited high school
Alternatives
<ul style="list-style-type: none">❖ 2 completed units of early childhood education each semester following initial employment and continuation in an educational program until fully qualified