

Procedures to Become a Licensed FCC Provider

<u>What to Do</u>	<u>Date Completed</u>
1. Applicant and sponsor complete and return the attached application package to FCC office (includes AF Form 1928, FCC License Application, and background check form)	_____
2. Attend and satisfactorily complete New Provider Orientation	_____
3. Provide the names of two substitute providers and one emergency back up who will be available to provide child care services during provider's absence	_____
4. Submit a copy of applicant's high school diploma/GED to FCC Coordinator	_____
5. Schedule and complete in-home family interview with FCC Coordinator	_____
6. Prepare for business: write contract and policies, identify hours of operation, set fees, contact tax and revenue	_____
7. Receive favorable rating from all screening agencies (Squadron, School, Family Advocacy, Substance Abuse, Housing, Security Forces, OSI)	_____
8. Take your immunization records, and your children's immunization records to Public Health for review; receive any required immunizations; obtain appointment with medical staff to obtain medical approval.	_____
9. Obtain health certificate from base veterinarian for each pet in the home; ensure all pet vaccines are current	_____
10. Successfully complete initial home inspections by Fire, Health, Safety, CACFP, and FCC. The Health inspection will be scheduled upon receipt of medical approval (see # 8 above). Fire, Safety, CACFP, and FCC inspections will be scheduled during New Provider Orientation.	_____
11. Purchase and provide documentation of FCC liability insurance (minimum value: \$300,000) and vehicle insurance if children will be transported	_____
12. Receive favorable recommendation of FCC Panel; license signed by 49 MSG/CC	_____