



### **Instructions for completing the provider application for family child care registration**

1. **General Information:** please make sure you complete each line in this section. If something does not apply to you please write in Not Applicable.
2. **Household Members:** please circle and answer each part of this section. If no one lives in your home other than you, please write in Not Applicable
3. **Pets:** please complete make sure you complete this section.
4. **Days and hours of scheduled operation:** you must check each day of care and write in the hours of operation for each day. You must also complete the time the caregiver is scheduled for each day as well.
5. **Substitute-** a substitute is required!!!! Please fully complete the substitute section
6. **Assistant-**an assistant is not required, except if you plan to care for three children below one year of age or four children below two years of age of whom no more than two shall be below one year of age. If you do not have an assistant, just write in “Not Applicable”. Otherwise, you must complete all the parts of this section
7. **Alternate-** an alternate is not required except if you plan to be out of the home 50% of the time or more and/or if you choose to operate your home 24 hours a day. No caregiver may work more than 16 consecutive hours. An alternate must attend pre-service training and follow all the regulations of a family child care provider. If you do not have an alternate just write it “Not Applicable”. Otherwise, you must complete all the parts of this section.
8. **Disclosures-**please complete all the parts of this section.
9. **Listings-**please read this section carefully and complete all the parts of this section
10. **Signature-** you must sign **AND** date the application

**FAILURE TO COMPLETE THE APPLICATION WILL RESULT IN THE DELAY OF PROCESSING YOUR APPLICATION**

### **Instructions for completing the criminal conviction forms**

- 1. Provider's applicant name-** print name and complete the rest of the section. **If you have been convicted of a crime, please list the date, what happened and what the outcome was. You must sign AND date the criminal conviction section**
- 2. Substitute's name-** print name and complete the rest of the section. **If they have been convicted of a crime, please list the date, what happened and what the outcome was. The substitute must sign AND date the criminal conviction section.**
- 3. Assistant's name-** if you have an assistant, they must print name and complete the rest of the section. **If they have been convicted of a crime, please list the date, what happened and what the outcome was. The assistant must sign AND date the criminal conviction section. If you do not have an assistant please write in "Not applicable"**
- 4. Alternate's name-** if you have an alternate, they must print name and complete the rest of the section. **If they have been convicted of a crime, please list the date, what happened and what the outcome was. The alternate must sign AND date the criminal conviction section. If you do not have an assistant please write in "Not applicable"**
- 5. Household members--** if you have an household member, they must print name and complete the rest of the section. **If they have been convicted of a crime, please list the date, what happened and what the outcome was. The household member must sign AND date the criminal conviction section. If you do not have an assistant please write in "Not applicable"**

**FAILURE TO COMPLETE THE CRIMINAL CONVICTION WILL RESULT IN THE DELAY OF  
PROCESSING YOUR APPLICATION**