To:       Family Child Care Home Staff Applicants

From:     Licensing Division

Thank you for your interest in wanting to become a Family Child Care Home Staff. Please follow the instructions below to apply for the approval.

The initial application packet consists of:
1. Initial Application Fee Form (including fee) - Make your check payable to “Treasurer State of Connecticut”. This fee is **not refundable**.

2. Initial Application for Licensure – be sure to answer all the questions completely, including signing the attestation that you have read and understand the Regulations.

3. Foster Care or Adoption Verification Form - required if you have ever applied for, held or currently hold a foster care or adoption license in CT or any other state.

4. Adult Medical Statement for Child Care – physical examination must have been within the last year.

5. References - Submit three Request for Reference Forms that are complete, current and signed by individuals (no more than one relative) who have known you for at least three years.

6. First Aid Training certificate (for Substitutes only) - a copy of a certificate documenting current certification by the American Red Cross, the American Heart Association, the National Safety Council, American Safety and Health Institute, or Medic First Aid International, Inc. or a current certification based on a first aid course approved on or before March 17, 2018 by the Office.

7. CPR Training certificate (for substitutes only) - a copy of a certificate documenting current certification in CPR appropriate for all of the children to be served at the family child care home.

8. Fingerprinting Packet Including Instructions – required for each household member 16 years of age or older. Please read the Fingerprinting Packet instructions carefully to ensure accuracy when submitting the packet. **If you have obtained this application on-line, you may call the Legal Office @ 860-500-4466 to obtain a fingerprint packet, or visit the website [www.ctoec.org/background-checks/getabackgroundcheck](http://www.ctoec.org/background-checks/getabackgroundcheck) to complete your background check forms online and schedule your digital fingerprint appointment.**

Please read and understand the Regulations. You can access them online at: [www.ct.gov/oec](http://www.ct.gov/oec) or call 800-282-6063 to request a copy in the mail. In addition, please view our on-line video titled **Maintaining Compliance: Family Child Care Homes**, which will provide you with valuable information.
Child Care – Staff Application Fee Form

The licensing fee along with this Staff Application Fee Invoice Form is due with your application to obtain a Family Child Care Home Staff Approval. THE FEE of fifteen $15.00 IS NON-REFUNDABLE.

Please complete items 1 through 9 of this form. If you have questions, call the licensing office at 1-800-282-6063 or (860) 500-4450. Make your payment by check or money order payable to: TREASURER-STATE OF CONNECTICUT. Mail this form along with your payment and application to the Office of Early Childhood at the address on the bottom of this form.

1. Name:__________________________________________________________________________

2. Address:__________________________ ________________________, CT ________

   Street       City/Town       Zip Code

3. Mailing Address (if different):

   _________________________ _________________________, CT ________

   Street Address       City/Town       Zip Code

4. Home Phone Number: (____)_______ - _______ Cell Phone Number: (____) _______ - _______

5. E-mail Address: ____________________________ 6. Expiration Date: ____________________________

   (for renewals only)

7. Enclosed Check/Money Order: $__________ Check #: __________ Check Date_____/_____/____

8. Social Security #: ___________ - ___________ - ___________

   (3 digits)   (2 digits)   (4 digits)

9. Payment is for the following type of approval: (check one box below)

<table>
<thead>
<tr>
<th>Family Child Care Home Staff Assistant</th>
<th>Family Child Care Home Staff Substitute</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Account #42431)</td>
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</tr>
<tr>
<td>□ 2-year approval (new)</td>
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CONNECTICUT OFFICE OF EARLY CHILDHOOD
Division of Licensing

INITIAL APPLICATION FOR FAMILY CHILD CARE HOME STAFF

GENERAL INFORMATION

Please type or print. Use an extra page if necessary.

1. Applicant’s Name: ____________________________________________
   first     middle     last

2. Date of Birth: ___________________________ Home Telephone: (___)__________________
   Work Telephone: (___)__________________
   Cell Telephone: (___)__________________

E-mail Address: __________________________________________________________

I am applying to be the:

☐ SUBSTITUTE, a person twenty (20) years of age or older, who may assume
   the licensed child care provider’s responsibilities when he or she is absent.

☐ ASSISTANT, a person eighteen (18) years of age or older, who assists the
   licensed provider or the substitute in caring for children in the licensed
   facility, while the provider or substitute is present. (An assistant enables a
   provider to care for additional children under the age of eighteen months.)

I plan to work for: Provider’s Name: ____________________________ Town: ____________

3. List all former names you have been known by:
   ____________________________
   ____________________________
   ____________________________

4. Street Address: ________________________________________________

5. City, Town, Zip: ____________________________________________ CT ____________
   city/town                   zip code

Mailing Address (if different): ________________________________________________
6. □ Yes  □ No  Have you ever applied for or held a child care license in Connecticut or in any other state?  
If yes:

When and where (what address)? ________________________________________________________________
License # ________________________________________________________________
Licensing Agency Name: _________________________________________________________________________
Licensing Agency contact information (Address, Telephone number, email): ______________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

7. □ Yes  □ No  Have you ever applied for, held, or currently hold a foster care or adoption license in 
Connecticut or any other state?  If yes, you are required to ensure that the enclosed “Foster Care
or Adoption License Verification” form is completed by the respective Foster Care Licensing Agency and forwarded to the Office of Early Childhood.

8. □ Yes  □ No  Have you ever been disciplined, terminated or put on probation from any position you held
for child care?  If yes, please explain:
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
Program Name: ________________________________________________________________________________
Program Address: _______________________________________________________________________________
Program Telephone Number: __________________________

9. □ Yes  □ No  Do you have any known medical or emotional illness or disorder that would pose a risk to
children in care or would interfere with or jeopardize providing them with proper care?  
If yes, please explain:
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

10. □ Yes  □ No  Do you take any medication(s) that would affect your ability to provide for the proper care of
children?  If yes, please explain:
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
STATEMENT OF COMPLIANCE

Applicant’s Name: ____________________________________________________________
  First                                Middle                                Last

Address: ____________________________________________________________
  Street                                Town                                State                                Zip

I certify that I am familiar with, have read and understand sections 19a-87b-1 to 19a-87b-18, inclusive, of the Regulations of Connecticut State Agencies, and that I agree to abide by them. I will be familiar with the operating procedures of the licensed family child care home(s) in which I work.

I shall allow the Office immediate access during customary business hours to the facility whenever the Office seeks to perform an inspection. I understand that failure to allow immediate access during customary business hours to the entire facility is deemed substantial noncompliance and is an automatic ground for the commissioner to initiate suspension or revocation proceedings.

NOTICE OF PENALTY FOR FALSE STATEMENTS

I understand that all information provided on this application form, or in any statements accompanying this application, must be truthful. Any false statements made herein are punishable in accordance with Section 53a-157b of the Connecticut General Statutes and may also be grounds for the denial of the license/approval.

Understanding the penalties for false statements, I attest that my statements in this application are true, to the best of my knowledge and belief.

X _______________________________  _______________________________
  (Signature of Applicant)           (Date)
Foster Care or Adoption License Verification

Important: If you answered "yes" to question # 9 on the application, you are required to have this form completed.

Section 1: This section must be completed by the applicant and forwarded to the respective Foster Care Licensing Agency.

Applicant's Name: ________________________________

Address: ______________________________________

Town, State, Zip Code: __________________________

Telephone #: (_____) ____________________________

Section 2: This section below must be completed by the Foster Care Licensing Agency.

The above named person is seeking licensure as a family child care home provider or is applying to be a staff person working at a licensed family child care home and has indicated that he/she has applied for, held, or currently holds a Foster Care License. Please provide the Office of Early Childhood (OEC), Division of Licensing, with the information below.

1. Has the person listed above ever applied for or held a Foster Care or Adoption license?

☐ Yes ☐ No If yes, please provide the OEC with the licensing status and the number of foster children the person is licensed to care for. ______________________

Please provide the OEC with any concerns or recommendations you have concerning the impact of foster care on the provision of child care services in this person's home.

__________________________________________________________________________________________________________________________________________________

Once you have completed this form, please return it to the Connecticut Office of Early Childhood, Licensing Division - Application Unit. Should you have any questions or concerns regarding the completion of this form, you may contact the Licensing Division directly using the contact information below.

____________________________________   ______________________
Name (please print)   Signature

____________________________________   (_____) ______________________
Title   Telephone #

Phone: (860) 500-4450 · Fax: (860) 526-0552
450 Columbus Boulevard, Suite 302
Hartford, Connecticut 06103
www.ct.gov/oec
Affirmative Action/Equal Opportunity Employer.
Please check one of the following boxes:

☐ Family Child Care Home Applicant
☐ Family Child Care Home Staff Assistant Applicant
☐ Family Child Care Home Staff Substitute Applicant
☐ Family Child Care Home Provider - License # _____________ Expiration Date ________
☐ Family Child Care Home Staff Assistant – Approval # _______ Expiration Date _______
☐ Family Child Care Home Staff Substitute – Approval # _______ Expiration Date ______
☐ Group Child Care Home Employee / Child Care Center Employee
☐ Adult Member of Household

Patient’s Name __________________________________________ Phone # ______________ Date of Birth ___/___/____
Street Address __________________________________________ Town __________________________ Zip Code ______________

This section must be completed by a Physician, Physician Assistant or Advanced Practice Registered Nurse:

This medical clearance is an important requirement in child care licensing laws designed to protect the health, safety and welfare of the children in day care.

1. To the best of your knowledge, does this person have any medical or emotional illness or disorder that would currently pose a risk to children in their care or would interfere with or jeopardize a caregiver’s ability to render proper care for children in the child care facility? ☐ YES ☐ NO
If yes, please explain: ____________________________________________

2. Date of patient’s MOST RECENT examination: _________________

3. Required check for Tuberculosis: Tuberculin skin test Date ____________ ☐ Positive ☐ Negative
   or Chest x-ray Date _______________ ☐ Positive ☐ Negative
   (upon employment or initial application for Child Care Center and Group Child Care Home staff ONLY)

4. Medical Provider’s Information
   Name: ______________________________________________
   Address: _____________________________________________
   Phone #: ____________________________________________

5. ____________________________ / __________________________
   Signature of MD, APRN or PA Date
***Please Note: You must submit verification of current certification in first aid by the American Red Cross, the American Heart Association, the National Safety Council, American Safety and Health Institute, or Medic First Aid International, or a current certification based on a first aid course approved on or before March 17, 2018 by the Connecticut Office of Early Childhood. Courses must include a hands-on demonstration of your ability to provide first aid.

### NATIONWIDE COURSE PROVIDERS

<table>
<thead>
<tr>
<th>TOWN</th>
<th>ASSOCIATIONS</th>
<th>WEB ADDRESS</th>
<th>PHONE / CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationwide</td>
<td>American Heart Association</td>
<td><a href="http://www.americanheart.org">www.americanheart.org</a></td>
<td>1-888-277-5463</td>
</tr>
<tr>
<td>Nationwide</td>
<td>American Red Cross</td>
<td><a href="http://www.ctredcross.org">www.ctredcross.org</a></td>
<td>1-800-733-2767</td>
</tr>
<tr>
<td>Nationwide</td>
<td>American Safety &amp; Health Inst.</td>
<td><a href="http://www.emergencycarehsi.com">www.emergencycarehsi.com</a></td>
<td>1-800-682-5067</td>
</tr>
<tr>
<td>Nationwide</td>
<td>Medic First Aid International, Inc.</td>
<td><a href="http://www.emergencycarehsi.com">www.emergencycarehsi.com</a></td>
<td>1-800-800-7099</td>
</tr>
<tr>
<td>Nationwide</td>
<td>National Safety Council</td>
<td><a href="http://www.nsc.org/safety-training/first-aid/courses">www.nsc.org/safety-training/first-aid/courses</a></td>
<td>630-775-2336</td>
</tr>
</tbody>
</table>

### OTHER APPROVED COURSES

<table>
<thead>
<tr>
<th>TOWN</th>
<th>PROGRAM</th>
<th>COURSE NAME</th>
<th>E-MAIL ADDRESS</th>
<th>PHONE / CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coventry</td>
<td>First Aid Training for CT Child Care</td>
<td>First Aid Training for CT Child Care</td>
<td><a href="https://firstaidct.webs.com/">https://firstaidct.webs.com/</a></td>
<td>860-836-5015 Stephanie Knutson <a href="mailto:goldKnut@yahoo.com">goldKnut@yahoo.com</a></td>
</tr>
<tr>
<td>Guilford</td>
<td>VNA Community Health Care, Inc.</td>
<td>First Aid Course for Day Care Providers</td>
<td><a href="mailto:bethccnc@gmail.com">bethccnc@gmail.com</a></td>
<td>203-458-4233 Laurie Weinberg-Rockwell, R.N.</td>
</tr>
<tr>
<td>Guilford</td>
<td>Community Nurse Consultant Services</td>
<td>First Aid for Child Care Providers</td>
<td><a href="mailto:gugalindo54@hotmail.com">gugalindo54@hotmail.com</a></td>
<td>617-233-6573 Guillermo Galindo</td>
</tr>
<tr>
<td>Hartford / Revere, MA</td>
<td>Pro Health Care Services, Inc.</td>
<td>First Aid and Safety for Infants and Children (available in Spanish)</td>
<td><a href="mailto:crayton@echn.org">crayton@echn.org</a></td>
<td>860-474-3734 Dawn Sinclair</td>
</tr>
<tr>
<td>Manchester</td>
<td>Manchester CPR Programs</td>
<td>First Aid for Child Care Providers &amp; Parents</td>
<td><a href="mailto:manchestercpr@gmail.com">manchestercpr@gmail.com</a></td>
<td>860-500-9042 Robin Young-Cumoyer</td>
</tr>
<tr>
<td>North Granby/ Ellington</td>
<td>Nurse Consultants, LLC</td>
<td>First Aid for Child Care Providers</td>
<td><a href="mailto:info@nurseconsultantsllc.com">info@nurseconsultantsllc.com</a></td>
<td>860-647-4790 Elizabeth Crayton</td>
</tr>
<tr>
<td>Vernon</td>
<td>Eastern CT Health Network</td>
<td>First Aid For Parents &amp; Child Care Providers</td>
<td><a href="mailto:ecrayton@echn.org">ecrayton@echn.org</a></td>
<td>860-910-2886 Sheila Kane</td>
</tr>
<tr>
<td>Wolcott</td>
<td>Heartbeats</td>
<td>First Aid for Day Care Providers</td>
<td><a href="mailto:sheliaRN1@sbcglobal.net">sheliaRN1@sbcglobal.net</a></td>
<td>203-387-6260 Renee Capasso</td>
</tr>
<tr>
<td>Woodbridge</td>
<td>Capasso, Renee A.</td>
<td>First Aid for Day Care Providers</td>
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CARDIOPULMONARY RESUSCITATION (CPR) PROVIDERS FOR CHILD CARE PROVIDERS

Section 19a-79 of Connecticut General Statutes, as amended by Public Act 19-105, and:

- Section 19a-79-4a of the Regulations for Connecticut State Agencies require at all times a licensed child care center is in operation there shall be present at least one staff member who has current certification in cardiopulmonary resuscitation (CPR). Staff of child care programs that are exempt from licensing but accept Care4Kids shall also meet this requirement; and,
- Section 19a-87b-6(c) of the Regulations for Connecticut State Agencies requires that a family child care home applicant/provider shall have current certification in cardiopulmonary resuscitation (CPR).

The above certification shall be appropriate for all of the children served in the child care program, shall be based on a hands-on demonstration of the individual’s ability to provide CPR and shall be issued by one of the following organizations:

- **American Red Cross**
  - Local Chapter 877-287-3327
  - Training Support Center 800-Red Cross/800-733-2767
  - www.ctredcross.org
  - Note - Adult is considered age 12 or older for CPR

- **American Heart Association**
  - Local Number 203-294-0088
  - National Service Center 877-AHA-4CPR
  - www.Americanheart.org
  - Note - Adult is considered at the onset of puberty for CPR

- **American Safety & Health Institute**
  - 1-800-447-3177
  - www.emergencycarehsi.com or customerservice@hsi.com
  - Note - Adult is considered at the onset of puberty for CPR

- **Medic First Aid**
  - 1-800-447-3177
  - www.emergencycarehsi.com or customerservice@hsi.com
  - Note - Adult is considered at the onset of puberty for CPR

- **National Safety Council**
  - 1-800-621-7615 x2336
  - www.nsc.org
  - Note - Adult is considered at the onset of puberty for CPR

- An organization using guidelines for CPR and emergency cardiovascular care published by the American Heart Association (AHA) and International Liaison Committee on Resuscitation (ILCOR). In such cases, there must be written confirmation that the organization follows such guidelines.

3/19/2021
REQUEST FOR REFERENCE

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<tr>
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Please answer the following questions:

1. How long have you known the applicant? (What period of time?)_____________________
   How well do you know the applicant?______________________________________________

2. Is the applicant physically and emotionally capable of providing responsible child care? COMMENTS:

3. Is the applicant able to provide reliable and consistent child care? COMMENTS:

4. Is the applicant able to provide adequate and nutritious meals and snacks? COMMENTS:

5. Is the applicant able to deal with emergencies in a calm manner? COMMENTS:

6. Have you observed this person handling children’s problem behaviors? How were the children treated?
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| 7 | In your opinion, is the applicant’s family stable and harmonious?  
**COMMENTS:** |
| 8 | Do you know of any reason that this person should not be caring for children?  
**COMMENTS:** |
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**COMMENTS:** |
| 10 | Does the applicant demonstrate an interest and affection for children?  
**COMMENTS:** |
| 11 | Does the applicant have a good understanding of individual children’s developmental needs?  
**COMMENTS:** |
| 12 | Please use this space for your personal comments and observations. |

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