

# Pinellas County License Board for Children's Centers & Family Day Care Homes

Our mission is to protect and promote the health, safety, and mental development of children cared for in children's centers and family child care homes in Pinellas County



Faith Bornoff, Executive Director

**The following items are required for all persons requesting substitute status:  
A file must be kept for substitutes. All the items below should be kept in that file at your home for licensing review.**

## Step #1 Background Screening

The items numbered 1-4 must be submitted to the License Board. The background screening process takes approximately 2 weeks.

1. **Fingerprints** - You must be registered with the Clearinghouse to receive fingerprinting results. You must initiate screening if substitute has never worked in child care. If she/he has worked in child care or substitutes for another provider, you can log into your Clearinghouse account and run a copy of their clearance letter.
2. **Attestation of Good Moral Character form** - Read carefully. Sign this form on only **one** line. **Provider must also sign form at the end of Attestation.**
3. **Acknowledgement Form** – Sign and date and have provider sign/date in appropriate location.
4. **Employment History form** - The substitute's employment history for a minimum of the past five (5) years is required. You may make copies of the form if needed. The employer(s) must complete (do the employment verifications) and sign the form. If she/he have been unemployed or self-employed check the appropriate box and note dates.

## Step #2 Training and Documentation

While waiting for the clearances (approximately 2 weeks), obtain and complete items numbered 5-8 and submit these items to the License Board.

5. **Infant/Child CPR** – Submit proof of current certification in CPR.
6. **First Aid** – Applicant must submit proof of current certification in First Aid.
7. **Verification of the 5-clock-hour Early Literacy course** is required for substitutes who work 40 hours or more a month. For more information visit [www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare)
8. **Request your substitute complete the appropriate training and give you two copies of the training transcript showing completion of the course.** (Course completion means taking and passing the competency exam)

30-clock-hour Family Child Care Home training **if working 40 hours or more** a month

**OR**

The six (6) clock hour Family Child Care Home Rules and Regulations training **if working less than 40 hours a month**

To register for a course, go online to [www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare)

## Additional certifications required per regulations are:

1. **Fire Extinguisher Training:** available at [www.fireextinguishertraining.com](http://www.fireextinguishertraining.com) (Be sure to print the certificate and write in the date you completed the training). Your sub must complete form F-0076 (to know where the extinguisher is in your home).
2. **Safe Sleep:** available at [www.myflfamilies.com](http://www.myflfamilies.com) or [www.earlylearningflorida.com](http://www.earlylearningflorida.com)
3. **Exposure Control Plan Training:** completed by signing provider's Exposure Control Plan (annually)
4. **Pre-Service Training is required if contracted with Early Learning Coalition:** and they do not have the 30 clock hours. Pre-service trainings are offered through Early Learning Florida ([earlylearningflorida.com](http://earlylearningflorida.com))
5. **Water Safety** if applicable, can be taken at [www.myflfamilies.com](http://www.myflfamilies.com) or Google 'water safety class'.

**Once all the above is complete and sent to us, you will be notified as to when the substitute can begin caring for children.**