

# Pinellas County License Board Requirements for Temporary Permit For a Large Family Child Care Home



Applicants are required to meet the following requirements and submit documentation to the License Board office serving their area prior to scheduling a home inspection.

- \_\_\_\_\_ **Licensed Two Years** - Applicant must have been licensed to operate a family day care home in Pinellas County for the two years prior to application for a large family child care home license.
- \_\_\_\_\_ **Licensing History** - During the two years prior to application there must have been no documentation of negative sanctions such as placement on the Pinellas County License Board Enforcement Plan, Imposition of a Class I fine, or a finding of overcapacity.
- \_\_\_\_\_ **Child Development Associate (CDA) Credential** - CDA credential or equivalent must have been held a minimum of one year prior to application. **Must be documented on training transcript for one full year.**
- \_\_\_\_\_ **Plan of Operation for a Large Family Child Care Home** - Answer the questions as completely as possible.
- \_\_\_\_\_ **Fire Inspection Documentation** - A fire safety inspection must be performed by authorized inspectors through local fire department.
- \_\_\_\_\_ **Part II Training** – within six (6) months of licensure, large family child care home operators must successfully complete 10 clock hours of specialized training from the DCF Part II training courses, to include passing all exams.
- \_\_\_\_\_ **Florida Driver's License, Liability Insurance Verification, Driver Physical, Vehicle Inspection, and Vehicle Alarm** - Verification is required if transporting children in care.

## Background Screening Information and Training for Employee(s)

The prospective applicant should submit the background screening requirements included in the box for the employee immediately. Failure to do so will result in a significant delay in the licensing process. Items not included in the box can be submitted upon notification from the License Board staff.

- \_\_\_\_\_ **\*Fingerprinting** – Live Scan screening is required by law.
  - \_\_\_\_\_ **\*Attestation of Good Moral Character form** - Employee(s) must read, sign, and date and provider must sign/date in appropriate location.
  - \_\_\_\_\_ **\*Acknowledgement Form** – Employee(s) must read, sign, date and provider must sign/date in appropriate location.
  - \_\_\_\_\_ **\*Employment History Form** – The employee's employment history for a minimum of the past five (5) years and at least the last two (2) jobs are required. All employment must be verified by the provider.
- Training:**
- **Early Literacy 5-clock hour training** – Must complete training within 1 year of employment. Submit the training document for the course when completed.
  - **30-clock hour Family Child Care Training Course** – Employee(s) must begin the course within 90 days of employment and complete the course within one year of the date on which the training began.
  - **Infant/Child CPR**
  - **First Aid**
  - **Fire Extinguisher Training:** available at [www.fireextinguishertraining.com](http://www.fireextinguishertraining.com), also include form F-0076 to show employee is aware of fire extinguisher location.
  - **Safe Sleep:** available at [www.myflfamilies.com](http://www.myflfamilies.com) or [www.earlylearningflorida.com](http://www.earlylearningflorida.com)
  - **Exposure Control Plan Training:** completed by signing providers Exposure Control Plan (annually)
  - **Pre-Service Training** if contracted with the Early Learning Coalition
  - **Water Safety** if applicable, can be taken at [www.myflfamilies.com](http://www.myflfamilies.com) or Google 'water safety class'.

Large Family Child Care Home operators are required to have a substitute. Before a substitute is used, the screening and training requirements must be met as outlined in Licensing Regulations Governing Pinellas County Large Family Child Care Homes.