



Love caring for children? Good at it? Get paid for doing what you love!

Be an entrepreneur by starting a child care business in your home!
Become a Registered Family Child Care Provider!

Why become a registered provider?

- To promote the healthy development of children & learn the latest in safety and best practices
- To strengthen your business skills to maximize your income
- To qualify to enroll children whose care is paid for with a child care subsidy

Child Care Connection staff will help you at each step along the way!

1

Register in NJCCIS



Registration in NJCCIS is free. www.njccis.com
Create an account in NJCCIS and submit an application for FCC under - New Application: FCC. Staff are only a phone call away to help with registering if you need assistance.

2

Line Up a Substitute



Registered providers are required to have a substitute, someone who is 18 years or older. This will be a person who fills in for you if you are sick, have a meeting, or take some vacation time.

3

Attend an Orientation Meeting



Attending an orientation is a requirement of registration. The meeting provides an overview of the registration & application process. Experienced staff answer your questions and provide helpful tips to get you started.

4

Attend Parent-Provider Communication Training



Our staff will review the forms with you that are needed for the children in your care, including emergency preparedness, and work with you to develop a record-keeping system that best works for you.

5

Child Care & Development Block Grant (CCDBG) Trainings



*You and your staff need to complete a 10-hour series: Health, Safety, and Child Growth and Development/Mandated Reporting: Basic Requirements for Licensing.

6

CPR & First Aid



You and your staff must complete CPR and first aid certification. Ask our staff when the next class is scheduled.

7

Health Forms & TB Test



*To promote your health as well as the health of children in your care, you, your staff, and any household members 14 and older must complete a TB test and have a doctor complete a physical health exam.

8

Background Checks



Background checks are free. There is a check of the child abuse registry and criminal records. You, your staff, and any household members 14 and older must complete a child abuse registry check. You, your staff, and any household members 18 years and older must also complete a fingerprint criminal record check.

9

Home Inspection



After paying the tax-deductible \$25 registration fee, a home inspection will be conducted once all paperwork has been completed. The inspection covers safety checks, sanitation, proper supervision plans, appropriate space for child activities, and ensuring the home is ready to operate.

10

Maximize Your Business Income



Our staff can provide resources to help guide you in your business practices (e.g., keeping records and setting policies for families).

*Complete and submit forms at any time but all forms must be completed prior to scheduling the initial inspection.