



ARIZONA DEPARTMENT
OF HEALTH SERVICES

LICENSING

Bureau of
Child Care Licensing

Starting a Child Care Group Home

Child Care Group Home
Certification Process Information

Thank you for your inquiry
regarding child care group
home certification
requirements.

Bureau of
Child Care Licensing



Bureau of Child Care Licensing (BCCL)



ARIZONA DEPARTMENT
OF HEALTH SERVICES

LICENSING

The Bureau of Child Care Licensing is a part of the Arizona Department of Health Services. BCCL certifies child care group homes and licensed child care facilities.

Agency organizational chart

Arizona Department of Health
Services (DHS)

Division of Public Health Licensing
Services

**Bureau of Child Care Licensing
(BCCL)**

Bureau of Child Care Licensing (BCCL)

Established to ensure the health, safety and well-being of children in child care facilities.

Responsible for:

- The development of adequate standards to address the physical space, equipment, programs and services;
- Verifying the qualifications of applicants and facility personnel.



Bureau of Child Care Licensing

- Regional offices have been established in Phoenix and Tucson.
- Licensing staff provide services to licensees throughout the state of Arizona.



Public files

Public files for licensed homes contain:

- Inspection Records
- Compliance Inspections
- Mid Year Inspections
- Complaint Inspections
- Modification Inspections
- And other facility information

Public files are maintained in the Phoenix office and are accessible to the public.

Inspection information is also available at [AZCareCheck.com](https://www.AZCareCheck.com)

Bureau of Child Care Licensing

Also responsible for:

- Conducting compliance inspections;
- Providing technical assistance as needed;
- Providing training and resources;
- Investigating complaints for licensed and unlicensed activities.

As defined by state law, CHILD CARE means:

“The care, supervision and guidance of a child or children,
unaccompanied by a parent, guardian or custodian,
on a regular basis,
for periods of less than twenty-four hours per day,
in a place other than the child's or the children's own home or
homes.”

For your information...

Did you know you can care for up to four (4) children
for compensation
in your own home, in addition to
your own children, and not
need to be certified by DHS?

“Compensation” means:

Money or other consideration, including goods, services, vouchers, time, government or public expenditures, government or public funding, or another benefit, **that is received as payment.**

If you choose to provide child care for five (5) or more children in your home, for compensation,
you are required to have your home certified by BCCL.

General Information

This presentation includes general information about the certification process for anyone interested in providing child care for 5 or more children, for compensation, in their own home.

BEFORE you apply for a certificate...

If the property where you live is located within ¼ mile of any vacant or agricultural land, you must:

- Obtain the names and addresses of land owners' and lessee(s') for any vacant and agricultural within a ¼ mile of the facility.
- Find out if a buffer zone agreement is necessary or already exists. (County Recorder's Office)



If an agreement is necessary

- Create an agreement with the land owners' and lessees regarding a Buffer Zone for pesticide application to the land
- Record the agreement at the appropriate office (county recorder).

- Complete the *Agricultural Land Notification Form* in the license application packet.
- Send in a copy of the Buffer Zone agreement, along with the *Agricultural Land Notification Form*, in the license application packet.

BEFORE you apply for a certificate...

If your property is located on unincorporated land, you must:

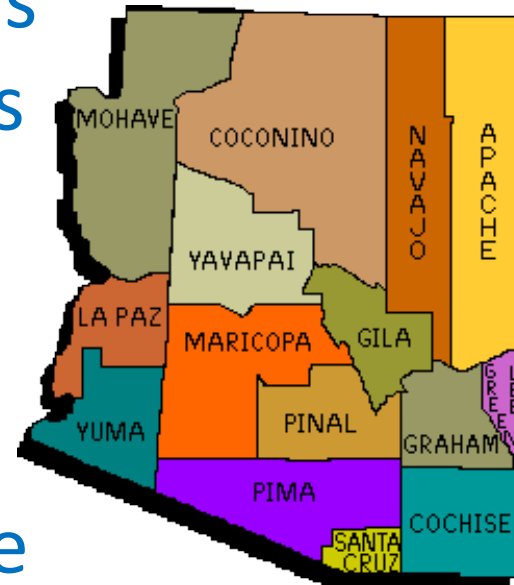
- Ensure that emergency services are available and accessible to the address location.

BEFORE you apply for a certificate...

Because the Department requires compliance with local zoning requirements, you must :

- Contact your local zoning office to obtain the proper permit, if applicable; certificates are attached to a specific address.
- Be aware of your obligation to comply with local laws, including zoning, building and fire code requirements.

- You are required to meet city, county, manufactured housing and/or homeowner's association codes, covenants and restrictions.
- It is **your responsibility** to find out what those might be before beginning the certification process.



BEFORE you apply for a certificate...

If your home has gas lines, you must:

- Contact a licensed plumber, or a person licensed by the State to conduct inspections or repairs of gas lines or heating devices.
- Keep a copy of the gas inspection report for your records.
- You will need a copy available for your State Compliance Officer to review.

BEFORE you apply for a certificate...

You, as the application signatory, must:

- *Possess a valid level one fingerprint clearance card.*

If not...

Contact the Department of Public Safety (DPS) to complete fingerprint clearance process

Department of Public Safety
Applicant Clearance Card Team
P.O. Box 18390
Phoenix, AZ 85005
602-223-2279



Who can sign the application:

- If the applicant is an individual, the **individual**.
- If the applicant or licensee is a business organization, a **designated agent** (see R9-3-103).

To help you determine whether to pursue DHS certification, answer these questions...

- 1) Are you interested in caring for children in your own home?
- 2) Are you at least 21 years of age or older?
- 3) Do you, as the provider, have:
 - a high school **diploma** or its equivalent, and **3 credit hours or 60 workshop hours** in early education, child development or a closely related field

Or

 - 12 months child care experience
- 4) Do you have an adult staff member available to be on premises when you are not present, who has:
 - 6 months of child care experience;
 - and 2 credit hours or 30 clock hours in early education, child development or a closely related field?
- 5) Will you ensure that all staff and household members who are 18 years of age and older obtain a valid level one fingerprint clearance card?

Questions to consider...

- 6) If you have operated a child care home or facility in Arizona, or any other state, is your licensure history free from any denials, revocations, suspensions or any other legal actions?
- 7) Will you comply with local laws, including zoning, building and fire?
- 8) Will you and/or your staff members allow representatives of the Bureau of Child Care Licensure to enter and inspect your home at any time during your hours of operation?
- 9) Will you maintain accurate records such as staff files, children's files, medication permission forms, attendance records, etc., in accordance with state laws?
- 10) Are you willing to secure and maintain general commercial liability insurance?

Questions to consider...

- 11) Will child care be the only business on your home's premises, during the hours of operation?
- 12) Will you maintain staffing requirements of 1 staff member for 1 to 5 children, or 2 staff members for 6 to 10 children (excluding your own children), at all times and not have more than 15 total children at any time?
- 13) Are you willing and able to provide the materials and supplies required for all ages of children in your care?
- 14) Are you willing to plan a program that includes a balance of activities and nutritious snacks and meals for children?
- 15) Are you able to meet the square footage requirements for indoor space? (30 square feet per child, not including areas such as kitchen bathroom, laundry room, workshop, hallway, garage, etc.)

Questions to consider...

- 16) Does your home have a direct exit to the outside on each floor/level where child care will be provided?
- 17) Can you provide an outdoor play area of at least 500 square feet, that is partially shaded and enclosed by a fence that is at least 4 feet high with a gate that has a latch?
- 18) If you have a swimming pool, is it separately fenced with at least a 5 foot high fence that has a self-closing, self-latching gate with a lock?
- 19) Are you willing to ensure the health, safety and welfare of the children in your care?

(Some things to consider are animals, household chemicals, trampolines, bodies of water such as spas, ponds, fountains, etc.)

Questions to consider...

If you answered **“YES”** to all of the questions listed in the previous slides, you meet *some* of the initial requirements for certification.



If you answered **“NO”** to any of the questions in the previous slides, please call your local Bureau office in order to discuss your questions.



Applying for Child Care Certification

Child Care Group Home Initial Certification Application

Application contents:

- “Read Me Before you Apply” Information Sheet
- Initial Application
- Initial Application Fee Form
- Guidelines for Fingerprint Registration
- Controlling Persons Information
- Criminal History Affidavit
- Statement of Citizenship and Alien Status
- Child Care Information Sheet
- Indoor Floor Plan/Outdoor Site Plan
- Agricultural Land Notification form
- New Facility Readiness Self-Checklist

<https://facility-licensing.azdhs.gov/s/login/>

ADHS Facility Licensing Portal

If your newly issued Patient, Caregiver, Dispensary Agent, Facility Agent, or Lab Agent card does not currently display your photo image, your card is still valid. It may take up to 24 hours for the photo image to appear. We are aware of the issue and are working on a solution. Thank you for your patience.

Login

Email Address

Password

Login

[Forgot Username](#)

[Don't have an account? Sign up here.](#)

[Forgot Password](#)

CHILD CARE LICENSING
MANAGEMENT SYSTEM
(LMS)

Child Care Provider Training Guide

ADHS Facility Licensing Portal

My Programs



Child Care



Marijuana

Other Licenses



Add a new license

Applying for Child Care Certification

You will need documentation of the following to complete the Initial Application

- Passport, birth certificate, naturalization documents or documentation of legal resident alien status
- Copy of front and back of Fingerprint Clearance Card
- Certificate of Completion verifying completion of Department's orientation/training
- (If not an Individual Owner) Articles of Incorporation, Partnership, or Limited Liability documents
- Controlling Persons Information
- Provider qualifications

Applying for Child Care Certification

**An application fee must
accompany the application.**

Licensed capacity fees:

- 5-10 licensed capacity - \$330.00



Applying for Child Care Certification

Important
Note:

It is your
responsibility to
maintain your own
records



Once you have submitted the **Child Care Group Home Initial Certification Application**:

You will be assigned a State Compliance Officer who will review your application.

A State Compliance Officer is:

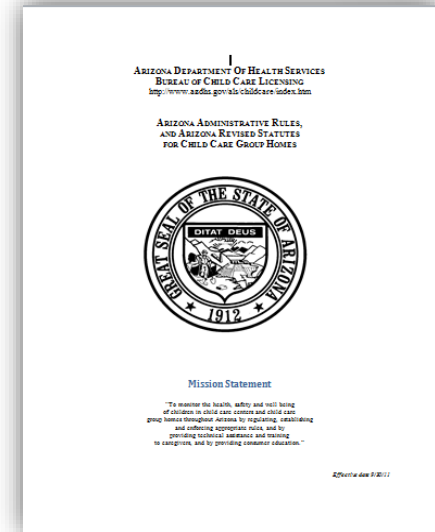
- Assigned to each home to monitor compliance with departmental rules and regulations.
- Your direct contact for specific questions regarding your home.



The State Compliance Officer

A State Compliance Officer is:

- Assigned to each facility to monitor compliance with departmental rules and regulations.
- The person who will conduct inspections and investigations at the child care group home.



All child care group homes licensed by the Department of Health Services are visited on a periodic basis, with at least two unannounced inspections made annually, during the home's hours of operation.

The Online New Owner Orientation

You will need to **review** the orientation on-line. Click New Owner Orientation or copy the link below to your browser:

<http://www.azdhs.gov/documents/licensing/childcare-facilities/training/owner-orientation-training-for-homes.pdf>

The orientation training must be completed by the applicant OR the designated agent representing the applicant.



NOTE: Your State Compliance Officer will provide a link to the Orientation evaluation, **which must be passed** in order for your application to be complete. You will receive a training certificate.

You will receive a notice from your State Compliance Officer through the Licensing Portal which will indicate whether your application is complete or incomplete.

If incomplete

- The letter will list items missing and instructions to follow for completion.



If complete

- An inspection date will be determined between you and your State Compliance Officer.



The State Compliance Officer

- A standard evaluation instrument is used to determine compliance.
- This ensures an equitable, consistent method of assessing licensed child care facilities.
- The State Compliance Officer and/or a Compliance Officer Supervisor conducts inspections or investigations as needed or required.

The State Compliance Officer



State Compliance Officer on Duty:

- Is available Monday through Friday, from 8 a.m. until 5 p.m. to respond to inquiries regarding licensing regulations.

- Phoenix Office
(602) 364-2539
 - Tucson Office
(520) 628-6541
- Toll-Free 1-800-615-8555



Access the Application

- In order to provide child care for 5 or more children in Arizona, you must apply for a license with the Department of Health Services. Please use the ADHS Child Care [Facility Licensing Portal](#) to complete the application and begin your licensing journey.
- Review the User Agreement carefully, as it contains information regarding the documentation needed for the application process.
- Once the Department determines that the applicant is in substantial compliance with regulatory requirements, the Department will issue an initial license.
- For instructions and guidance using the Portal, including registration as a new user, see the [LMS Training Page](#), the [Child Care Provider Training Guide](#), as well as several helpful videos.

Final thoughts

For additional information, please contact the office nearest you:

- Phoenix Office at (602) 364-2539
- Tucson Office at (520) 628-6541



Bureau of Child Care Licensing
150 N 18th Ave. Suite 400
Phoenix, AZ 85007

Or go online to :

<http://www.azdhs.gov/licensing/childcare-facilities/index.php>

Bureau of Child Care Licensing

- Thank you for your interest in the well-being of Arizona's most valuable resource – children.

