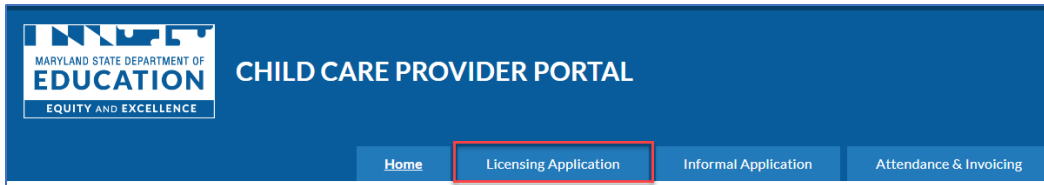


Family Child Care Homes are operated by caregivers, within private residences, which are monitored and approved by the Maryland State Department of Education and meet minimum health, safety and program requirements. Family homes can support a maximum of 8 children.

If you are interested in applying, follow the steps below to complete your application. Remember, all fields marked with a red asterisk (\*) are mandatory fields. You will not be able to advance through the application process without answering those questions.

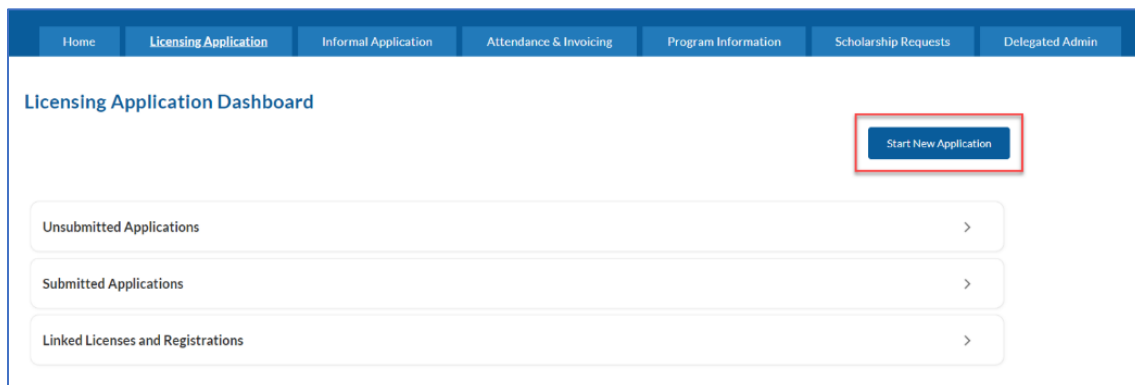
## 1. Click Licensing Application



## 2. Click Licensing Application Dashboard



## 3. Click Start New Application



4. **Select Family Child Care Home Registration**
5. **Click Next**

**Facility Licensing**

Congratulations on your interest in becoming approved by the Maryland State Department of Education to deliver quality early education and care to children. Please select the type of child care license you would like to apply for.

- Licensed Child Care Center**  
Child Care Centers are professionally staffed facilities serving large groups of children. The facilities are monitored and approved by the Maryland State Department of Education and must meet minimum health, safety and program requirements.
- Letter of Compliance**  
Letter of Compliance refers to non-parental care of children in nursery schools/child care facilities operated by either a tax-exempt religious organization or a tax-exempt organization in a school building.
- Family Child Care Home Registration**  
Family homes are operated by non-relative caregivers within private residences which are monitored and approved by the Maryland State Department of Education and must meet minimum health, safety and program requirements. Family homes can support a maximum of 8 children.
- Large Family Child Care Home Registration**  
Large Family Homes are operated by caregivers, within private residences which are monitored and approved by the Maryland State Department of Education and must meet minimum health, safety and program requirements. Large family homes can support 9 to 12 children.

6. **Select the region you live in from the drop down**
7. **Select “Yes” or “No” to the question “Do you already have an active license or registration with the state of Maryland for the license type that you are applying for?”**
  - a. **If you answer “No”, you will be asked “If you have attended an orientation for the license type that you are applying for?”**
    - i. **If you answer “No”, you will be asked to register for an orientation**
  - b. **If you answer “Yes”, you will be asked “Which type of orientation did you attend?”**
8. **Click Save & Continue**

**Facility Licensing**

The Maryland State Department of Education (MSDE) requires all prospective child care providers to attend an orientation before submitting a formal application for licensure. These orientations are an opportunity for prospective child care providers to learn about the opportunities, as well as the requirements to become licensed by MSDE. Please confirm your participation in an MSDE orientation below. MSDE will confirm your participation in the orientation before reviewing and/or approving your application. Fields marked by \* are required.

\*In which Region is your home located?

\*Do you already have an active license or registration with the state of Maryland for the license type that you are applying for?

\*Have you attended an orientation for the license type that you are applying for within the last year?

\*Which type of orientation did you attend?

9. **Read the Instructions** and click **Save & Continue**

**Family Child Care Home Application**  
Instructions

Congratulations on pursuing formal registration with the Maryland State Department of Education Office of Child Care. The State of Maryland requires all prospective family child care home providers to obtain registration from the Maryland State Department of Education (MSDE) before serving children. As a child care provider, it is your responsibility to learn and abide by the child care licensing regulations for operating a family child care home. You can access these regulations at [Division of State Documents](#).

**APPLICATION FOR FAMILY CHILD CARE REGISTRATION**

Thank you for your interest in becoming a registered family child care provider. Please note: submitting an application is not authorization to provide child care services. You may not operate a child care program until you receive your certificate of registration from the Maryland State Department of Education Office of Child Care. You will be asked to include a copy of your government issued photo ID as part of your application.

Exit Save & Continue

**Steps**

- Instructions
- Applicant Status
- Applicant Information
- Address and Contact Information
- Address Verification
- Residence Information
- Other Individuals Living in the Residence
- Additional Information
- Additional Document Uploads
- Sign & Submit

10. **Answer “Are you the primary applicant or the co-provider applicant for this family child care home?”**

- a. If you are the Co-Applicant, you will need to [download the co-provider application](#), fill it out, and share it with the primary applicant for them to upload it as a supporting document.

**Family Child Care Home Application**  
Applicant Status

Please answer the following questions about yourself the applicant. Fields marked with \* are required.

\*Are you the primary applicant or the co-provider applicant for this family child care home?

Primary Applicant  Co-Provider Applicant

Only the primary applicant of the family child care home should complete and submit an application on the portal. As the co-provider applicant, you should download the co-provider application, fill it out, and share it to the primary applicant for them to upload as a supporting document. You can download the co-provider application here: <https://eap7chilhood.marylandpublicschools.org/system/files/ffedead731320-familychildcarehomeapplication-022014.pdf>

Exit Previous Save & Continue

**Steps**

- Instructions
- Applicant Status
- Applicant Information
- Address and Contact Information
- Address Verification
- Residence Information
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- b. If you are the Primary Applicant, answer the question “Are you applying for your first registration or a resumption of service?” Note: A resumption of service only applies to approved active family providers who are moving to a new location or family providers that closed and want to re-open within six months of their closure date.
- i. If it is a resumption of service, complete the form that populates.

### 11. Click Save & Continue

**Family Child Care Home Application**  
Applicant Status

Please answer the following questions about yourself, the applicant. Fields marked by \* are required.

\*Are you the primary applicant or the co-provider applicant for this family child care home?  
 Primary Applicant  Co-Provider Applicant

\*Are you applying for your first registration or a resumption of service?  
 First Registration  Resumption Of Service

Submitting a request for a resumption of service does not authorize you to deliver child care services. You must hold a current license or registration with the Maryland State Department of Education to operate a child care program. Even a resumption of service at an address previously registered by MIDE requires a site visit from a licensing inspector.

What was your previous Maryland State Department of Education registration number?

What was your previous address?

\*Street Address  Address Line 2

\*City  \*County

\*State  \*Zip Code

\*Select which age groups you intend to serve:  
 Under 2 years old  2 years through 5 years old  Kindergarten through 12 years old  13 years through 20 years old (Special Needs)

### 12. Complete the Applicant Information Section

### 13. Click Save & Continue

**Family Child Care Home Application**  
Applicant Information

Please provide the Maryland State Department of Education with information about yourself, the applicant. Fields marked by \* are required.

\*First Name  Middle Name  \*Last Name  Maiden Name

Alias

If you have had any other names, please list them here.

\*Social Security Number  Tax ID Number (if applicable)

\*Race  Native American or Alaskan Native  Asian  Black or African American  Native Hawaiian or Pacific Islander  White  Other

\*Ethnicity  \*Marital Status

\*Primary Spoken Language  \*Date of Birth

\*Gender

### 14. Complete the Address and Contact Information Section

## 15. Click Save & Continue

**Family Child Care Home Application**  
Address and Contact Information

Please provide the Maryland State Department of Education with some additional information about your residence. Fields marked by \* are required.

**Address Information**

*Street Address	Address Line 2
<input type="text"/>	<input type="text"/>
*City	*County
<input type="text"/>	<input type="text"/>
*State	*Zip Code
<input type="text" value="Maryland"/>	<input type="text"/>

**Contact Information**

*Email Address	*Telephone Number
<input type="text" value="blenck@quipmail.com"/>	<input type="text"/>

Err: Telephone Number is required.

\*If currently working, can you receive calls at work?  
 Yes  No

**Steps**

- Instructions
- Applicant Status
- Applicant Information
- Address and Contact Information
- Address Verification
- Residence Information
- Other Individuals Living in the Residence
- Additional Information
- Additional Document Uploads
- Sign & Submit

## 16. Select Use USPS Verified Address or Use Provided Home Address

## 17. Click Save & Continue

**Family Child Care Home Application**  
Address Verification

We have modified the provided address to a USPS verified address. Consider using the USPS verified address to ensure accurate delivery of mailed documents.

**Provided Address**

*Street Address	Address Line 2
<input type="text" value="123 Main Street"/>	<input type="text"/>
*City	*State
<input type="text" value="Baltimore"/>	<input type="text" value="Maryland"/>
*Zip Code	
<input type="text" value="21222"/>	

**USPS Verified Address**

Street Address	Address Line 2
<input type="text" value="123 MAIN ST"/>	<input type="text"/>
City	State
<input type="text" value="BUNDALK"/>	<input type="text" value="MARYLAND"/>
Zip Code	
<input type="text" value="21222-6125"/>	

Please select the address you would like to use.

**Steps**

- Instructions
- Applicant Status
- Applicant Information
- Address and Contact Information
- Address Verification
- Residence Information
- Other Individuals Living in the Residence
- Additional Information
- Additional Document Uploads
- Sign & Submit

## 18. Complete the Residence Information Section

## 19. Click Save & Continue

**Family Child Care Home Application**  
Residence Information

Please answer the following questions about your residence. Fields marked by \* are required.

\*What is your status at your residence?

In what year was your property built?

\*Do you have a Lead Risk Reduction Certificate?  
 Yes  No

\*Do you have a Lead Free Certificate?  
 Yes  No

\*Please identify the type of water supply at your residence.  
 Private/Well Water  Public

\*Please identify the type of sewage disposal at your residence.  
 Septic  Public

\*Is your home located in a condominium or a neighborhood that requires Homeowner's Association membership?  Yes  No

**Foster Care Information**

\*Are you a child/adult foster care provider, or applying to become one?  
 Yes  No

Buttons: Exit, Previous, Save & Continue

**Steps**

- Instructions
- Applicant Status
- Applicant Information
- Address and Contact Information
- Address Verification
- Residence Information
- Other Individuals Living in the Residence
- Additional Information
- Additional Document Uploads
- Sign & Submit

## 20. Complete the Other Individuals Living in the Residence Form (if applicable)

## 21. Click Add Individual (All individuals living in the home, regardless of age, must be reported to the Maryland State Department of Education)

**Family Child Care Home Application**  
Other Individuals Living in the Residence

The Maryland State Department of Education (MSDE) requires applicants to provide information on all individuals living in the residence. For each individual living in the residence (excluding yourself, the applicant), please click on the "Add Individual" button and answer the corresponding fields. As a reminder, all individuals aged 18 and older living in the residence will be required to clear a comprehensive background check prior to the applicant providing care. Fields marked by \* are required.

**Individuals Residing in the Home**

Please ensure all individuals living in your residence are reflected in the table below. You can edit or delete the information for each individual by clicking the arrow icon.

NAME	DATE OF BIRTH
<input type="text"/>	<input type="text"/>

\*Is any adult living in your residence an employee of the Maryland State Department of Education (MSDE)?

Buttons: Exit, Previous, Save & Continue

**Steps**

- Instructions
- Applicant Status
- Applicant Information
- Address and Contact Information
- Address Verification
- Residence Information
- Other Individuals Living in the Residence
- Additional Information
- Additional Document Uploads
- Sign & Submit

## 22. Complete the Individuals Residing in the Home Form

## 23. Click Save

**Individuals Residing in the Home**

Please add all individuals (including children) who live in the home. Fields marked by \* are required.

\*First Name  Middle Name  \*Last Name

\*Relationship to Applicant  \*Date of Birth  Social Security Number

Buttons: Cancel, Save

24. Repeat this process for all individuals residing in the home

25. Click **Save & Continue**

The screenshot shows the 'Family Child Care Home Application' form, specifically the 'Other Individuals Living in the Residence' section. The form includes a table with columns for 'NAME' and 'DATE OF BIRTH', and an 'Add individual' button. Below the table, there is a question: '\*Is any adult living in your residence an employee of the Maryland State Department of Education (MSDE)?' with a dropdown menu set to 'No'. At the bottom, there are 'Exit', 'Previous', and 'Save & Continue' buttons. The 'Save & Continue' button is highlighted with a red box. On the right side, there is a 'Steps' sidebar with a progress indicator showing the current step: 'Other Individuals Living in the Residence'.

26. Complete the **Additional Information** Section

27. Click **Save & Continue**

The screenshot shows the 'Family Child Care Home Application' form, specifically the 'Additional Information' section. The form includes a list of questions with radio button options: '\*Have you or any other persons living in your residence ever been convicted of any criminal charge, or received a probation before judgment disposition, or received a not criminally responsible disposition?' (No selected), '\*Are you or any other persons living in your residence awaiting trial on any criminal charge?' (No selected), '\*Have you or any other persons living in your residence ever been reported for child abuse or neglect?' (No selected), '\*Have you ever been licensed, or have you applied to become licensed, registered or certified to provide child care in any other county, state, or federal jurisdiction?' (No selected), and '\*Have you ever had a license, registration, or certificate for any type of care denied, suspended, or revoked?' (No selected). At the bottom, there are 'Exit', 'Previous', and 'Save & Continue' buttons. The 'Save & Continue' button is highlighted with a red box. On the right side, there is a 'Steps' sidebar with a progress indicator showing the current step: 'Additional Information'.

28. Upload **All Supporting Documents**

a. Documents can be uploaded in the following formats: **.PDF, .JPG/.JPEG, .GIF, .TIF/.TIFF**

## 29. Click Upload Files

**Family Child Care Home Application**  
Additional Document Uploads

The State of Maryland requires prospective child care providers to upload the following documents as part of their application for MSDE licensure. Please review the chart below to determine which documents apply to your facility's application. Please note: PDF documents and photos are accepted. The document size of each must be 1 GB or less.

**Application for Family Child Care Registration**  
If you have a co-provider, they must also complete the Application for Family Child Care Registration. Ensure that they complete all forms that are required for the co-provider. This form can be downloaded [here](#).

Upload Files  
Upload Files Or drop files  
No Files currently present for this section.

**Provider Information**  
All child care programs must submit their Provider Information (Verification of Residents and Substitutes). This form can be downloaded [here](#).

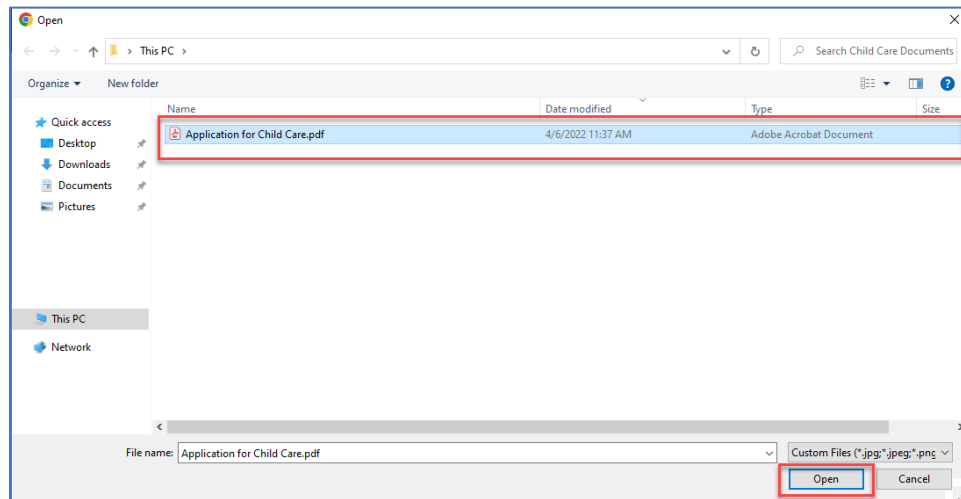
Upload Files  
Upload Files Or drop files  
No Files currently present for this section.

**Steps**

- Instructions
- Applicant Status
- Applicant Information
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- Address Verification
- Residence Information
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- Additional Information
- Additional Document Uploads
- Sign & Submit

## 30. Navigate to the location of the document with your system

## 31. Select the document and Click Open



## 32. Repeat steps 30-32 until all documents are uploaded

- If you need to remove an uploaded file, select the trash can icon next to the upload timestamp.

**Floor Plans**

All child care programs are required to submit a comprehensive floor plan that may include the following items: architectural details such as columns, built-ins, etc.; the relation of the space to ground level; room numbers. If available; ages of children who will occupy rooms. If known; corridors or walkways; walls or partitions; doors and door swings; windows; stairways; restrooms with fixtures; food preparation area with equipment; storage areas; office areas. The plan must indicate if any changes are being made to the facility - i.e., addition of toilets, sinks, drinking fountains, walls, etc. If the room is a large open space, then the plan must indicate how the space will be used if more than one group of children will be accommodated.

Upload Files  
Upload Files Or drop files

Floor Plan.pdf	4/18/2023, 11:43 AM	
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### 33. Click Save & Continue

**Other Documents**

If any other documents are requested by your Regional Licensing Office that do not fit into one of the above categories, please upload those documents here.

Upload Files

Upload Files Or drop files

Other Documents.pdf 4/18/2023, 09:39 AM

Exit Previous **Save & Continue**

### 34. Review the acknowledgement Statement and check the Acknowledgement Box

### 35. Click Save & Submit

**Family Child Care Home Application**  
Sign & Submit

I understand the regulations can be viewed and printed from the following website:  
<https://search.illinois.gov/publicschools.org/regulations>

I have read the regulations for Family Child Care Registration, COMAR 13A.15.01. If I am registered, I agree to abide by those regulations, which include (but are not limited to) the following requirements:

- a. Display the registration certificate in a conspicuous place;
- b. Maintain my assigned capacity;
- c. Ensure that supervision of the children in care is provided at all times;
- d. Report to the appropriate authorities all suspected cases of child abuse and neglect;
- e. Report to the Office of Child Care (OCC) all serious injuries and deaths involving children in my care;
- f. Post emergency information;
- g. Cooperate in any investigation regarding my application or registration;
- h. Permit unannounced visits by the OCC;
- i. Maintain all required records;
- j. Give or advise parents how to pursue the Consumer Education Pamphlet;
- k. Execute a written agreement with each parent or guardian; and
- l. Report to the OCC all changes which might affect the status of the registration.

I understand that I must submit all documents required by the OCC to the Regional Office before my application can be approved. The information I have given on this entire application form and on all other required application documents is true, correct, and complete to the best of my knowledge. I understand that submitting an application is not an authorization to provide childcare services. I understand that I may not operate a Family child care home until I receive a certificate of registration from the Office of Child Care. By checking this box, I have read the acknowledgement and consent to the use of an electronic signature.

\*Electronically Signed By: Holly Frazer \*Electronically Signed On Date: 04-18-2023

Exit Previous **Save & Submit**

**Steps**

- Instructions
- Applicant Status
- Applicant Information
- Address and Contact Information
- Address Verification
- Residence Information
- Other Individuals Living in the Residence
- Additional Information
- Additional Document Uploads
- Sign & Submit**

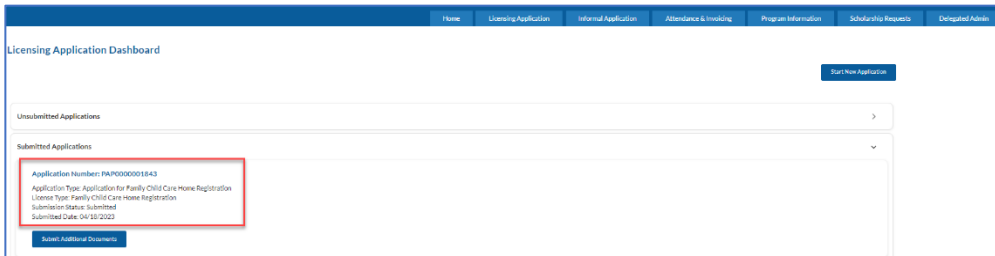
### 36. Click Go to Dashboard

Home Licensing Application Informal Application Attendance & Invoicing Program Information Scholarship Requests Delegated Admin

Your application was successfully submitted. Please monitor the inbox of the email address that you used during registration for further communications from MSDE and updates on the status of your application.

**Go to Dashboard**

### 37. View your Submitted Application on the Dashboard



### 38. View the Message Center for any updates and/or Portal Notifications



Note: For additional support or answers to Frequently Asked Questions, review our Help & Frequently Asked Question Page.

