

Family Enrichment Network, Inc.  
Child Care Resource and Referral  
24 Cherry Street \* Johnson City, NY 13790 \* 607-723-8313  
1277 Taylor Road \* Owego, NY 13827 \* 607-687-6721  
21 South Broad Street \* Norwich, NY 13815 \* 607-373-3555



## **How to Become a Registered Child Care Provider**

### **Steps To Becoming Registered**

#### **Steps to Becoming Registered or Licensed**

Your first step is to contact a CCR&R Child Care Specialist. Your child care specialist will assist you through the entire registration process and provide valuable information to make the process easier.

Please don't hesitate to ask questions as they come up!

To reach a Child Care Specialist, please call 607-723-8313  
for Broome County information: extension 894  
for Chenango County information: extension 522  
for Tioga County information: extension 586

#### **Next Steps:**

- Go to the Office of Family & Children Services (OCFS) website and view the Provider Orientation. You will be given the opportunity to enter your contact information and order an application.
  - ♦ <http://ocfs.ny.gov/main/childcare/default.asp>
  - ♦ go to the green button on the right side -- "Become a Provider"
  - ♦ click on the link that says "Visit the Child Day Care Orientation to find out more."
- When the application booklet arrives, contact your Child Care Specialist for assistance in completing the application. Don't let the packet intimidate you! We can walk you through it and make it easy!
- Return the application packet to your Regional OCFS office. The address will be listed at the front of the packet.
- Enroll in and complete the required Health & Safety Competency Training. Your Child Care Specialist can help you find a class and can give you info on how to get scholarship money.
- Enroll in and complete First Aid/CPR training (you must have infant and child CPR) if you do not have a current certificate.
- Send copies of your training certificates to your licensing/registration representative.
- Talk to your Child Care Specialist about a "Start Up" grant for new child care providers.

- Call the CACFP Child Care Specialist to enroll in the Child and Adult Care Food Program. This program is not mandatory, but participating is a smart idea! There is no “down side”; it’s a win-win!

**Your Child Care Specialist can help you with all of these steps and more. Please don’t hesitate to call!**