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# Become a Registered Family Child Care Provider

## A Guide to Becoming Licensed Through the Office of Child Care

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As an unlicensed child care provider, you cannot provide care to more than three children from more than one family at any given time. This does not include your own children.

Once you have a Registered Family (RF) child care license issued by the Office of Child Care (OCC), you may care for up to 10 children at any given time.

- Six of the ten children may be preschool age or younger (not yet eligible for Kindergarten)
- Two of the children may be under the age of two
- This **does** include your own children who are 12 or under

### Next Steps: In order to become registered, you need to:

1. Complete the Introduction to Registered Family Child Care Part 1 online at [campus.educadium.com/OCCD](https://campus.educadium.com/OCCD)
2. Complete the following trainings:
  - Introduction to Registered Family Child Care Part 2 (in person at your local CCR&R)
  - Introduction to Child Care Health and Safety
  - Recognizing and Reporting Child Abuse and Neglect
  - Infant and Child First Aid and CPR (must be in person)
  - Food Handler Card
  - Safe Sleep for Oregon Infants

**Contact Child Care Resource and Referral for training information:  
1-800-342-6712 or go online to: [www.oregonchildcaretraining.org](http://www.oregonchildcaretraining.org)**

3. Have all residents of the home, 18 and older, complete a background check through the OCC; to enroll in the Central Background Registry (CBR) go online to [www.oregonearlylearning.com](http://www.oregonearlylearning.com) and click on **Central Background Registry**
4. Have your water tested for lead by an approved lab
5. Send in your Registered Family application and fee (you will get this at the part 2 training)
6. Schedule a Health and Safety Review with your Licensing Specialist when they call

**Important:** You are not a licensed provider until after you have completed all the above steps and a licensing specialist has issued you a license number at the health and safety review of your home. Your license must be approved **before** you can care for more than three children at one time.

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### Sources:

Oregon Secretary of State, Oregon Department of Education, Early Learning Division, Registered Family Child Care Homes, [OAR 414-205-0000](http://OAR 414-205-0000) and [414-205-0020](http://414-205-0020).