



**Session 3: Getting
Registered or Licensed**
**Sesión 2: Cómo
registrarse o obtener
una licencia**



Instrucciones para la traducción.

Instructions for interpretation.



How to Become a Non-Licensed Child Care Provider

*An overview of the process and benefits of
becoming a registered home child care provider*

Diana Martinez-Salazar
Northern Compliance Supervisor



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Registration Types

- **Subsidy and Food**
 - ◆ Participates in both the CCAP and the CACFP
 - ◆ Caring for at least one non-resident child
 - ◆ Full background check clearance
- **Exempt**
 - ◆ Participates in CCAP only
 - ◆ Only caring for resident child/ren
 - ◆ Does not provide childcare during hours when a meal is served
 - ◆ Full background check clearance
- **Food Only**
 - ◆ Only participates in CACFP
 - ◆ Caring for at least one non-resident child
 - ◆ Primary full background check clearance
 - Household members abuse and neglect screening
- **Tribal**
 - ◆ Caregiver residing on tribal land
 - ◆ Only participates in CACFP but not CCAP



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Things to consider before moving forward

- Applicants must reside in home
 - ◆ Will need to provide proof of physical address
 - ◆ Only one caregiver per household
- Outdoor play area
- Home exits
- Training requirements (all available via Quorum)
 - ◆ Health and Safety Orientation within 3 months
 - ◆ Infant and/or toddler training within 6 months
 - ◆ Developmental Milestones: Look at me Now! within 3 months
- Home cannot move
- Caregivers must be mentally, physically and emotionally able to provide care
- Required to complete a full ECECD approved background check
 - ◆ Depending on program participation primary caregiver and adult household members
 - ◆ Other agency background clearance not a substitute



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Getting Started: Contact Area Child Care Specialist

- Reach out to ECECD
 - ◆ www.nmeccd.org/contact-us/
 - ◆ 1-800-832-1321
- Request registered home childcare provider packet
 - ◆ Available at [Regulatory Oversight Unit | Early Childhood Education & Care Department](#) The packet provides an introduction of programs and requirements that must be completed to become a registered home child care provider
 - ◆ Included in packet:
 - Background check process and 8.9.6 NMAC Background Check regulation
 - Application process
 - Prepare for home visit and 8.9.5 NMAC regulation
 - Child and Adult Care Food Program information



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Background Check and Fingerprint Procedures

- Register for fingerprints
 - ◆ By submitting the Fingerprint Demographic Form via email ECECD.BCU@ececd.nm.gov
 - ◆ By phone 505-827-9910
 - \$44.00 registration fee is currently being waived by ECECD
 - Notify background if you have lived outside of New Mexico previous five years
- Receive fingerprint registration ID
 - ◆ Take registration ID and proof of identification to Identogo fingerprint location
- Submit proper ECECD background check forms
 - ◆ Application for background check – registered home
 - ◆ Adult written statement, if applicable
 - ◆ Fingerprint registration receipt/fingerprint submission receipt
 - ◆ Abuse and neglect screening form, if applicable
- Fingerprint results are only valid for 29 days



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Application Process

- **Submit completed documents**
 - ❖ Non-licensed registered Family Child Care Home Application
 - ❖ Copy of all approved background check clearance letters
 - ❖ Copy of photo ID/DL
 - ❖ Social Security card or Federal Employer Identification Number
 - ❖ Proof of physical address
 - ❖ Provider participation agreement (will be filled out during initial visit)
 - ❖ Vendor registration/W-9 and supporting documents



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Prepare for home visit

- Review checklist
 - ◆ Must be in full compliance
- Review 8.9.5 NMAC regulations
 - ◆ CPR/First aid certified
 - ◆ Fire extinguisher
 - ◆ First aid kit with specific items
 - ◆ Water temperature
- Have your \$15.00 money order/cashier's check
 - ◆ Annual processing fee *non-refundable*
- Receive your approved Child Care Home Registration



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Register with CACFP sponsor

- Contact region food sponsor
- Schedule your home visit
 - ◆ Child and Adult Care Food Program application
 - ◆ Agreement participation
- Approval date
 - ◆ Date you can start receiving subsidy payment



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Benefits of Being A Registered Home

- Child and Adult Care Food Program
 - ◆ Reimbursement for serving nutritional meals and snacks
- Child Care Assistance
 - ◆ Reimbursement for child care
- Control days and hours of operation
- Support for personal growth and development
 - ◆ Access to free training via New Mexico Early Learning System
 - ◆ Access to free training via Quorum
- Optional inclusion on www.newmexicokids.org
 - ◆ Registered home information listed for parents seeking care



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For more information, please

Visit <https://www.nmeccd.org>

Call 1-800-832-1321

Or reach out to your local ECECD office



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How to Become A Licensed Home

An overview to the process and benefits of becoming a licensed home provider

Diana Martinez-Salazar
Northern Compliance Supervisor



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Wednesday, December 18, 2024

License Types

- Family Child Care Home
 - ◆ Up to 6 children, including 2 under the age of 2
 - ◆ 4 CHILDREN MAY BE UNDER AGE 2) *2ND CAREGIVER REQUIRED
 - ◆ Capacity dependent on identified child care space (varies by county)
- Group Child Care Home
 - ◆ Must have secondary caregiver
 - ◆ Can have up to 12 kids, 4 under the age of 2
 - ◆ Capacity dependent on identified child care space (varies by county)



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Benefits of Being Licensed

- System of support
 - ◆ Tiered Quality Rating System (FOCUS)
- Child Care Assistance (CCAP)
- Support for personal growth and development
 - ◆ Access to free training via New Mexico Early Learning System
 - ◆ Access to free training via Quorum
 - ◆ Access to financial aid for continued education [Higher Education, Scholarships, and Career Pathways | Early Childhood Education & Care Department](#)
- Inclusion on www.newmexicokids.org
 - ◆ Facility information listed for parents seeking care



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Getting Started: Contact Licensing

- Reach out to ECECD
 - ◆ www.nmeccd.org/contact-us/
 - ◆ 1-800-832-1321
- Welcome packet
 - ◆ Available at [Regulatory Oversight Unit | Early Childhood Education & Care Department](#)
 - ◆ The welcome packet provides an outline of expectations and the process and is intended to answer your questions as you look at getting started
 - ◆ Familiarizing yourself with the welcome packet
 - Welcome letter
 - Application
 - Background check packet
 - Inspection checklist
 - Regulations



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Outside Approvals

- **City/County Zoning**
 - ◆ Based on jurisdiction, approval must be sought by the appropriate city or county office to operate a business at the proposed address
 - ◆ If new construction, certificate of occupancy will also be required
- **Fire Authority**
 - ◆ Based on jurisdiction, approval must be sought from the appropriate fire authority to certify compliance with the fire safety requirements for licensed homes.
- **New Mexico Environmental Department**
 - ◆ If home has septic systems, wells or swimming pool



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Things to consider before moving forward

- Background clearance through ECECD
 - ◆ Includes Child Protective Services abuse and neglect screening
 - ◆ Other agency background clearance not a substitute
- Square footage requirements 35 square feet per child
- Outdoor play area - must have a 4 ft fence with a latched gate.
- Exit/Egress requirements – must have 2 exits



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Training Requirements

- ◆ Mandatory Health and Safety Orientation and Developmental Milestones: Look at me Now! within 3 months (available via Quorum)
- ◆ First Aid and CPR within 3 months

The following below are available via Quorum. Must be completed within 12 months of hire.

- ◆ Learning Environment: How Classroom Arrangement Impacts Behavior
- ◆ Challenging Behavior: Reveal the Meaning
- ◆ Building Strong Relationships with Families
- ◆ Honoring All Families



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Initial Visit

- Health and safety review
 - ◆ Walkthrough with provider to verify safety of home
- Space will be evaluated
 - ◆ Official measurements
 - ◆ Verification of toilet/sink
 - ◆ Verification of exits
 - ◆ Inspection of outdoor play area
 - ◆ Ensure equipment and environment is age appropriate for age group being served
- Policy review
 - ◆ Parent handbook
 - ◆ Staff handbook
- Review of required postings



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Benefits of Getting Licensed

- System of support
 - ◆ Free consultation with Licensing staff
 - ◆ Network of fellow licensed providers
 - ◆ Inclusion on www.newmexicokids.org
 - Facility information listed for parents seeking care
 - ◆ FOCUS (Tiered Quality Rating System)
 - Additional training and support to improve quality of care provided
- Child Care Assistance
 - ◆ Available to registered and licensed providers
 - ◆ Higher rate of reimbursement for licensed providers
 - ◆ [Cost-Model-Reimbursement-Rate-Flyer-English-and-Spanish-Revised-May-2024.pdf](#)
- Room for personal growth and development
 - ◆ Access to financial aid to continue education
 - ◆ Access to free training
 - NMELS
 - FOCUS
 - Quorum

The goal of early childhood education should be to activate the child's own natural desire to learn.

—Maria Montessori



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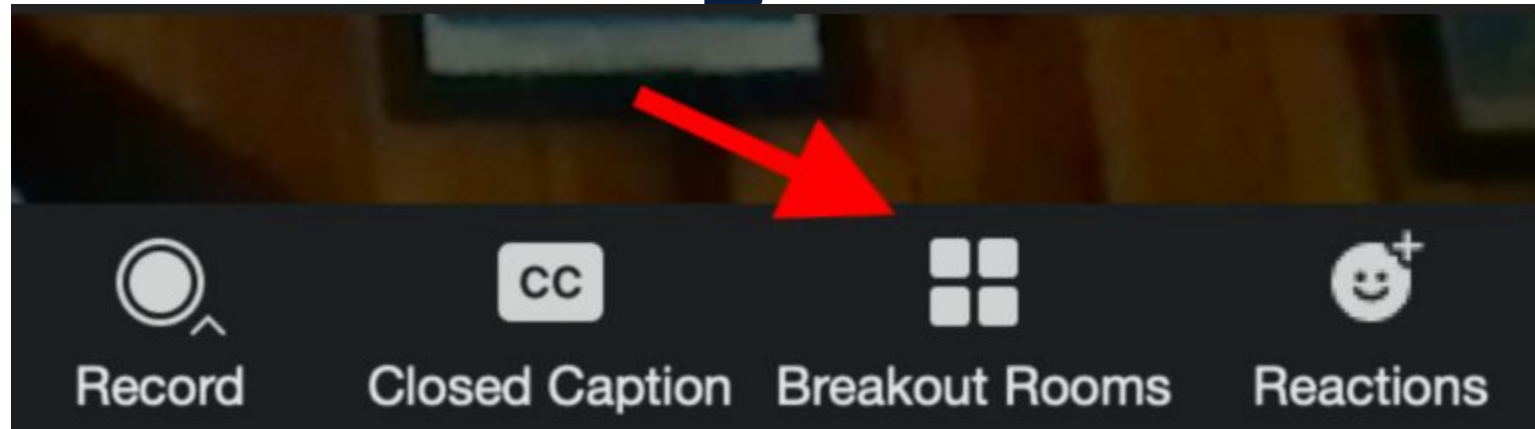
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SALAS DE REUNION: Inglés o español

BREAKOUT ROOMS: Spanish or English



Oprima el botón de **Salas de Reunión**.
Seleccione el idioma de su preferencia.

Click on the **Breakout Rooms** icon.
Select the language of your choice





English Breakout Room

Questions for discussion

- If you are **not currently registered or licensed with ECECD**, are you thinking about getting your registration or licensing to care for children in your home?
 - What would be most helpful to you to get started?
 - What additional supports do you feel you need in order to be successful?
- If you are **already registered or licensed**, did you learn something new tonight?
 - What are your next steps in your professional journey? What supports do you need in order to be successful?
 - Do you have any suggestions or advice for others who might be thinking about getting registered or licensed? What do you wish you had known before?



THANK YOU!

THE (Training Home Educators) Accelerator is a collaboration between Growing Up New Mexico, WESST, and Partnership for Community Action (PCA).

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