

## Voluntary Registration Application Requirements

### Voluntary Registration Application –

- Must be completed Initially, at each Renewal or if a Provider has a Change of Address
  - New or Renewal Applications require a non-refundable \$50.00 application fee
  - Change of Address Application requires a non-refundable \$25.00 application fee

### Health and Safety Checklist –

- Must be submitted with an Initial Application, Renewal Application or with a Change of Address

### National Fingerprint Based Background Check–

- All current providers, staff and adult household members must have a fingerprint check, national background check, completed according to the schedule below:

Child Care Individuals who had a name check completed in:	Month to begin fingerprinting:
January 2015 ** Individual from a religious exempt child day center with name checks completed 2014 or earlier	January 2018
February 2015 ** Individual from a religious exempt child day center with name checks completed 2014 or earlier	February 1, 2018
March – June 2015 ** Individual from a religious exempt child day center with name checks completed 2014 or earlier	March 1, 2018
July – December 2015	April 1, 2018
January – June 2016	May 1, 2018
July – December 2016	June 1, 2018
January – June 2017	July 1, 2018
July – December 2017	August 1, 2018
January 2018	September 1, 2018

## Voluntary Registration Application Requirements

- All Initial Applicants, staff and household members must have National fingerprint background checks as part of the application.
- Approvals will not be granted until fingerprint based background checks are completed.

Once a fingerprint check eligibility letter is received, the person does not need to repeat the fingerprint check for five years so long as any renewal application is received prior to expiration date of current certificate.

If a provider does not submit an application prior to renewal, then all background checks must be repeated since the application would be considered an initial application and any fingerprint check eligibility letter, CPS search of central registry results, and Sworn statement must have been completed no more than 90 days prior to the date the application is received.

### Request for Search of the Central Registry and Release of Information Form-

- All Initial Applicants, staff and household members 14 years of age and older must complete "Request for Search of the Central Registry Release of Information Form"
- CPS search results do not need to be repeated for five years from the date of the search result so long as any renewal application is received prior to expiration date of current certificate

### Sworn Statement or Affirmation –

- All Initial Applicants, staff and household members must complete a Sworn Statement or Affirmation Form
- Sworn statement must be repeated every five years from the date the Sworn Statement was signed so long as any renewal application is received prior to expiration date of current certificate.

### TB Screening –

- All Initial Applicants, staff and household members must submit a TB screening not dated more than 90 days prior to the date of the initial application
- TB screenings must be repeated every two years prior to approval of renewal application.