

The licensure process includes the following steps:

1. Completion of the initial application forms packet. This packet can be sent to you. Requests for this packet can be e-mailed to cpeterson@co.rice.mn.us or by calling Colleen Peterson at 507-332-6272, 507-645-4723 or 507-744-5185.
2. Completed forms need to be returned to the licensing worker for processing. These forms may be:
 - Brought to the Orientation to Childcare Licensure sessions that are held monthly;
 - Mailed to Colleen Peterson, Rice County Social Services, 320 N.W. Third Street, Faribault, MN 55021;
 - Dropped off at the front desk at Rice County Social Services between the hours of 8:00 a.m. to 4:30 p.m., or in the drop box located outside our office in Faribault; or
 - Returned to our Northfield office located on the second floor of the City Hall at 801 Washington Street, between the hours of 8:00 a.m. to 12:30 p.m. and 1:00 p.m. to 4:30 p.m. – any questions could be directed to staff by dialing 507-645-3090.
3. Before the commissioner issues a license, the commissioner shall conduct a study of:
 - The applicant;
 - Persons over the age of 13 living in the household where the licensed program will be provided;
 - Current employees or contractors of the applicant who will have direct contact with persons served by the program; and
 - Volunteers who have direct contact with persons served by the program to provide program services.

LET THIS STATEMENT SERVE AS WRITTEN NOTICE THAT A STUDY OF RICE COUNTY SOCIAL SERVICES FILES WILL BE CONDUCTED ON ALL INDIVIDUALS LISTED ABOVE.

4. Attendance at one session of the Orientation to Child Care Licensure Training is required before any visits to your home. The training is held at Rice County Social Services, in the Rice County Government Services Building located at 320 N.W. Third Street, Faribault, MN in Conference Room #3-A. Please enter on the Third Street side of the building. The dates for orientation are in the packet that you will receive. If you are going to care for children less than one year of age, you are required to complete one hour of training on Reducing the Risk of SIDS. This training is offered the same night as the orientation. SIDS Training is from 6:00 p.m. to 7:00 p.m. Orientation to Child Care Licensure is held from 7:00 p.m. to 9:30 p.m.
5. A State Fire Marshal Inspection of your residence will be required if your home: has an attached garage, wood burning furnace, fire place, use of a second floor for day care, use of a basement for day care, is a mobile home, or is a duplex or an apartment **and are more than 10 years old**. If your home has these characteristics and is less than 10 years old, the applicant can provide a Certificate of Occupancy for the residence in lieu of the Fire Marshall Inspection. There is a \$50 fee for the Fire Marshal Inspection. If there are items that need to be corrected to bring your home up to the Minnesota Uniform Fire Code Standards, those items will need to be completed prior to licensure.

6. After the initial packet has been processed by this agency and the Fire Marshal Inspection has been completed (if required), Colleen Peterson will contact you for a first home visit. At the visit you will review together the child proofing and safety features of your home. If there are things that need to be completed or corrected, she will leave a list with you at the end of the visit.
7. When the needed improvements to your home have been made, you will contact Colleen Peterson for a second home visit to your residence. At this visit, an interview will be conducted to learn your behavior management methods and your philosophy on caring for children.
8. After all corrections have been made for licensure, including the Fire Marshal orders, the application for licensure will be sent to the Minnesota Department of Human Services for issuance of a license, within 20 days of completion of the licensing requirements.

EFFECTIVE 1-1-08, APPLICANTS FOR LICENSURE WILL BE CHARGED A FEE OF \$50.00 PER YEAR FOR THE LICENSING STUDY. PAYMENT OF THIS FEE IS REQUIRED PRIOR TO THE LICENSING STUDY.

9. The approximate length of time for the licensing process to be completed is two to three months.

Also enclosed in the packet you will receive is the "Family Day Care Self Awareness Profile". This is a voluntary evaluation of your personal risk for child abuse. This is for your own personal use and was not developed to be shared with other people in any way. The purpose of this assessment is to help you understand child abuse and neglect, and your own personal relationship to this problem for children in child care, particularly those in family child care homes. Completion of this self-awareness profile is your first step in the licensure process. If, after completing this profile, you feel confident of your continued desire to pursue licensure, I invite you to join me at the next scheduled day care orientation. This meeting will familiarize you with the rules that govern day care licensure and give you an opportunity to ask questions about the process.

Statistics have shown that individuals who get into the profession of day care without carefully considering all factors can end up frustrated, burned out or both, and don't last long in the child care business. Please take this time to carefully consider your decision to become a licensed child care provider. A good parent doesn't automatically qualify you as a good family child care provider.

Colleen Peterson, LSW
Licensing Specialist, (507) 332-6272