


# 6 STEPS

## TO BECOMING A HOME CHILD CARE PROVIDER



**1** **WE'RE HERE TO HELP!** Contact Tammy,(Bozeman area) or Larisa, (Helena area) at Child Care Connections (CCC) for licensing information, business resources, and grant possibilities. Check all applicable zoning, building codes, and HOA (if applicable) for your chosen space. This [Introduction to a Successful Start padlet](#) will assist you with items necessary to establish your business.

**2** Complete the [online provider application](#) by creating an [OKTA account](#). The Director, staff members, and any adult household members must be fingerprinted at CCC for background checks. Purchase fire and public liability insurance for your facility. Check with your city administration to apply for a small business license, if required. Complete an EIN tax number application and apply with the Secretary of State for a state business license.

**3** Review the [New Director Orientation Flow Sheet](#) for initial requirements for your family/group facility. Register for the [Program Management Essentials class](#) through CCC. The director and all staff will need to set up accounts on [Montana Early Childhood Project](#) and [childcaretraining.org](#) sites. All staff need to start on the orientation trainings beginning with Infant Safety Essentials first. Start working on business documents such as budgets, handbooks, and Emergency Plan. The [Introduction to Successful Start padlet](#) has examples.

**4** Once the application is processed, the licensor will do a licensing inspection to award a NEW--PROVISIONAL license. At this time you may enroll in CACFP, and complete your Rights and Responsibilities document on the Provider Portal to accept Best Beginnings Scholarship children. Contact CCC to be added to the Referral list.

**5** Once all requirements including training requirements are complete, you will receive your REGULAR license. **CONGRATULATIONS!**

**6** When you have been licensed for six months, you may enroll in [Montana's STARS to Quality Program](#). Contact Brandi at CCC for more information. Approximately two months before your license expiration date, you will need to complete the renewal application on the Childcare Online Provider Application system. Now is the time to continue professional development and review your business practices. Consult the New Provider Services Lead or Provider Services Specialist for assistance in fiscal management, marketing, staff recruitment as well as other business topics.

For additional assistance or questions contact:  
Tammy Christofferson, Provider Support Lead, 406-548-3671, or  
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