



JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES



EDMUND G. BROWN JR.
GOVERNOR

COMMUNITY CARE LICENSING DIVISION CHILD CARE LICENSING

MISSION STATEMENT

It is the mission of the Community Care Licensing Division (CCLD) to promote the health, safety, and quality of life of each person in community care through the administration of an effective, collaborative, regulatory enforcement system.

This is accomplished by:

- Promoting strategies to increase voluntary compliance
- Providing technical assistance to and consulting with care providers
- Working collaboratively with clients, their families, advocates, care providers, placement agencies, related programs and regulatory agencies, and others involved in community care
- Training staff in all aspects of the licensing process
- Educating the public about CCLD and community care options
- Promoting continuous improvement and efficiency throughout the Community Care Licensing system

CHILD CARE LICENSING PROGRAM

The core mission of the Child Care Licensing Program is to ensure the health and safety of children in care. The Child Care Licensing Program is mandated by law to provide preventive, protective, and quality services to children in care by ensuring that licensed facilities meet established health and safety standards through monitoring facilities, providing technical assistance, and establishing partnerships with providers, parents, and the child care community.

The Child Care Licensing Program is also mandated by law to investigate complaints that constitute a possible violation of licensing laws and regulations, including operating a child care facility without a license.

All children and families, regardless of age, ethnicity, cultural background, socioeconomic status, or ability, are afforded the same protections under the law and regulations for child care facilities.

REGULATORY AUTHORITY

The Child Care Licensing Program is governed by:

- **California Health and Safety Code, California Child Day Care Act**, Chapters 3.35, 3.4, 3.5, 3.6, and 3.65; and
- **California Code of Regulations, Title 22**, Division 12, Chapters 1 and 3.

ORGANIZATIONAL STRUCTURE

The Child Care Licensing Program is overseen by the **Program Administrator, Child Care Program** at a central/headquarters office in Sacramento.

There are two **Assistant Program Administrators**, one to oversee the **Northern Child Care Area Offices** and one to oversee the **Southern Child Care Area Offices**. There are 13 **child care licensing regional offices** located throughout the State:

NORTHERN REGION

Chico
Rohnert Park Local Unit
River City (Sacramento)
Fresno
Bay Area (Oakland)
Peninsula (San Bruno)
San Jose

SOUTHERN REGION

Mission Valley (San Diego)
Inland Empire (Riverside)
Orange County (Orange)
Central Coast (Goleta)
Los Angeles Northwest (Culver City)
Los Angeles East (Monterey Park)

COMMUNITY CARE LICENSING DIVISION CHILD CARE LICENSING

CHILD CARE CENTER PROVIDER REQUIREMENTS

In order to obtain a child care facility license, interested individuals must attend an orientation. Orientations are scheduled at the local regional offices on a regular basis, statewide, or individuals may participate in an online orientation at: <https://secure.cps.ca.gov/cdss/default.aspx>. There is an orientation fee and it is nonrefundable.

Licensed child care facilities are required to pay an annual licensing fee, as well as other fees such as for a change in location, change in capacity, and change in corporate status; and late fees, probation fees, and dishonored check fees.

STAFF QUALIFICATIONS

DIRECTOR QUALIFICATIONS

<ul style="list-style-type: none"> ❖ Directors ✓ 12 core semester units early childhood education/development ✓ 3 semester units in Administration or Staff Relations ✓ 4 years teaching experience in a supervised group Child Care Center 	<ul style="list-style-type: none"> ❖ Infant Director ✓ 12 core semester units <ul style="list-style-type: none"> ○ 3 semester units related to infant care ✓ 3 semester units in Administration ✓ 4 years teaching experience with children under age 5 years 	<ul style="list-style-type: none"> ❖ School-Age Director ✓ 12 core semester units early childhood education/development ✓ 3 semester units in Administration or Staff Relations ✓ 4 years teaching experience in a supervised group Child Care Center
---	--	---

Alternatives

- ✓ A degree in child development, 3 units Administration and 2 years teaching experience
- ✓ BA degree in child development, 3 units Administration and 1 year teaching experience
- ✓ Child Development Site Supervisor Permit or Program Director Permit
- ✓ School-Age Director – See Health and Safety Code Section 1597.21

TEACHER QUALIFICATIONS

❖ Fully Qualified Teacher	❖ Fully Qualified Infant Teacher	❖ School-Age Teacher
<ul style="list-style-type: none">✓ 12 core semester units in early childhood education/development semester units✓ 6 months experience in a licensed child care center or comparable group child care program.	<ul style="list-style-type: none">✓ 12 core semester units<ul style="list-style-type: none">○ 3 semester units related to infant care✓ 6 months experience with children under age 5 years	<ul style="list-style-type: none">✓ 12 core semester units in early childhood education/development semester units✓ 6 months experience in a licensed child care center or comparable group child care program.

Alternatives

- ✓ Teacher - 6 completed semester units of early childhood education and enrolled in at least 2 semester units at a college until fully qualified
- ✓ Infant Teacher - 3 completed semester units of early childhood education and 3 completed semester units of infant care and Enrolled in at least 2 semester units at a college until fully qualified
- ✓ School-Age Teacher – See Health and Safety Code Section 1597.21

AIDE QUALIFICATIONS

- ❖ Aide
- ✓ 6 completed units of early childhood education
- ✓ 18 years old, high school graduate or enrolled in an ROP at an accredited high school

Alternatives

- ❖ 2 completed units of early childhood education each semester following initial employment and continuation in an educational program until fully qualified