

DES CERTIFIED HOME-BASED CHILD-CARE PROVIDER PRE APPLICATION**Welcome to your first step in becoming a
Certified Home-Based Child Care Provider**

The Child Care Administration seeks to provide sustaining and exceptional educational experiences for children by partnering with child care providers across county lines.

The purpose of this pre-application is to identify strong, quality home-based child care businesses who will care for children across the state.

Instructions:

Please read and answer each question carefully. Depending on your responses you will receive an email or letter letting you know if you are able to move forward with becoming a Certified Home Based Provider.

This pre-application will be assessed by our Certification Team to help determine if you meet the criteria for a Certified Home-Based Child Care Provider.

After you have completed this, pre-application, a member of the Certification Team will contact you with the next steps.

BASIC INFORMATION

Full Legal Name (*Last, First, M.I.*): _____

Other names used (*Maiden Name, other married names, nicknames, etc.*): _____

Social Security Number: _____ Date of Birth (*mm/dd/yyyy*): _____

Phone Number: _____ Email: _____
(*Best number to reach you*) (*Required*)

Preferred language: English Spanish Other (*Specify*): _____

Residential Address (*No., Street*): _____

City: _____ State: _____ ZIP Code: _____

Mailing Address (*If different from residential*): _____

City: _____ State: _____ ZIP Code: _____

Are you a U.S. Citizen? Yes No

If No, are you legally eligible to work in the U.S.? Yes No (*You will be required to provide documentation*)

HOUSING

Type of current residence: House Apartment Mobile home Other (*Specify*): _____

Housing Information: Own Rent*

*Please note, if you are currently renting, you will be required to obtain approval from your landlord or property manager to operate a child care business from your home. *Please request the "Landlord Permission" form.*

Where do you plan on providing care? In own home/residence In child's home/residence

Are you an Arizona resident? Yes No

If No, in order to provide child care in your own home, you must be an Arizona Resident.

Is the Child's home/residence located in Arizona? Yes No

In order to care for child in their own home, the child's home must be located in Arizona.

Do you live on Tribal Land? Yes No

If Yes, please refer to your local Tribal Social Services Agency.

EMPLOYMENT

Are you currently employed? Yes No If Yes, what are the days and hours? _____

Are you currently a licensed foster parent? Yes No

If Yes, how many children are you licensed for under the age of 13? _____

Are you currently a DDD Respite Care Provider? Yes No

If Yes, please note that you cannot provide Respite care during your child care hours.

Do you have household members that are under the age of 13? Yes No If Yes, how many? _____

The number of children under the age of 13 may impact the number of children you can receive payment for.

BACKGROUND CHECK

Have you lived out of state during the last five (5) years? Yes No

If Yes, please list all states: _____

Arizona requires all Child Care Providers to pass certain background checks before caring for children. These include the following:

- Arizona Level 1 Fingerprint Clearance Card
- Child Welfare Registry

To your knowledge, have you ever been the subject of a Department of Child Safety Investigation? Yes No

Please note, all household members over the age of 18 must pass a DCS check before Certification.

Do you believe all adult household members (18 years of age and older) can pass the background checks?

Yes No

Please note, all household members over the age of 18 must pass background checks before Certification.

Do you have a valid Arizona Fingerprint Clearance Card? Yes No

If Yes, please provide Arizona Fingerprint Clearance Card Number: _____

Do any adult household members have a valid Arizona Fingerprint Clearance Card Number? Yes No

If Yes, please provide Arizona Fingerprint Clearance Card Number: _____

IMMUNIZATIONS

Arizona requires all home-based child care providers and children in the household under the age of 13 to have the following immunizations:

- Measles, Mumps, Rubella (MMR)
- Tetanus, Diphtheria, Pertussis (T-Dap)

Additionally, proof of freedom from Tuberculosis (TB) is required for the Applicant to become a Family Certified Child Care Provider.

Do you currently meet the immunization requirements? Yes No

If Yes, are able to provide supporting documentation? Yes No

If No, are you medically or religiously exempt? Yes No

Are you willing to be obtain proof of freedom of Tuberculosis before becoming certified? Yes No

Please note, to become Certified, freedom from Tuberculosis must be obtained within certain time-frames. Please wait for guidance from the Certification Specialist before attempting to meet this requirement.

HOME FACILITY

Do you have a safe and secure outdoor area or access to a park within walking distance? Yes No

Please note, outdoor activities are a requirement of our Family Childcare Program.

Do you have any firearms in the house? Yes No

If Yes, are the firearms and ammunition stored separately under lock and key or combination lock? Yes No

If No, are you willing to store firearms and ammunition separately under lock and key or combination lock? Yes No

Does anyone in the household smoke? Yes No

If Yes, please note, the household must be a smoke-free environment during all hours that child care is provided.

Do you have a fireplace or wood burning stove? Yes No

If Yes, is it safeguarded to protect the child(ren) from burns and harmful fumes? Yes No

If No, are you willing to safeguard? Yes No

Arizona requires the following safeguards:

Swimming Pool - Permanent fence, no less than five (5) feet high with an opening of no more than four (4) inches at the base of the fence. Must include self-closing/self-latching lockable gates.

Hot Tub/Spa - Fenced as above or hard locked cover to prevent access and can support at least 100lbs.

Trampoline - Fenced as above or removed.

Do you have any of the following? Pool Hot Tub/Spa Trampoline

If Yes, do they have the appropriate gates/covers? Yes No

If No, are you willing to install the necessary gates/guards? Yes No

All pools, hot tubs/spas, and trampolines must be safeguarded prior to Certification.

EXPERIENCE

Have you ever been a DES Certified Provider Child Care Home Provider? Yes No

If Yes, please explain and include Provider Identification Number:

Please explain your previous experience in early child development and/or working with children:

Why do you want to be a child care provider?

All child care providers are required to complete 12 hours of professional development training within certain timeframes.

- All new Providers are required to complete 12 hours of professional development within 90 days.
- Each year after all Family Child Care Providers are to complete per Certification year.

These trainings are provided for free to all DES Certified Providers.

Are you willing to meet the 12-hour training requirement? Yes No

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