



**CDSS**

WILL LIGHTBOURNE  
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**

**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"> <li>❖ <b>Directors</b></li> <li>✓ 12 core semester units early childhood education/development</li> <li>✓ 3 semester units in Administration or Staff Relations</li> <li>✓ 4 years teaching experience in a supervised group Child Care Center</li> </ul>	<ul style="list-style-type: none"> <li>❖ <b>Infant Director</b></li> <li>✓ 12 core semester units <ul style="list-style-type: none"> <li>○ 3 semester units related to infant care</li> </ul> </li> <li>✓ 3 semester units in Administration</li> <li>✓ 4 years teaching experience with children under age 5 years</li> </ul>	<ul style="list-style-type: none"> <li>❖ <b>School-Age Director</b></li> <li>✓ 12 core semester units early childhood education/development</li> <li>✓ 3 semester units in Administration or Staff Relations</li> <li>✓ 4 years teaching experience in a supervised group Child Care Center</li> </ul>
<p><b>Alternatives</b></p> <ul style="list-style-type: none"> <li>✓ A degree in child development, 3 units Administration and 2 years teaching experience</li> <li>✓ BA degree in child development, 3 units Administration and 1 year teaching experience</li> <li>✓ Child Development Site Supervisor Permit or Program Director Permit</li> <li>✓ School-Age Director – See Health and Safety Code Section 1597.21</li> </ul>		

## TEACHER QUALIFICATIONS

<ul style="list-style-type: none"><li>❖ <b>Fully Qualified Teacher</b></li><li>✓ 12 core semester units in early childhood education/development semester units</li><li>✓ 6 months experience in a licensed child care center or comparable group child care program.</li></ul>	<ul style="list-style-type: none"><li>❖ <b>Fully Qualified Infant Teacher</b></li><li>✓ 12 core semester units<ul style="list-style-type: none"><li>○ 3 semester units related to infant care</li></ul></li><li>✓ 6 months experience with children under age 5 years</li></ul>	<ul style="list-style-type: none"><li>❖ <b>School-Age Teacher</b></li><li>✓ 12 core semester units in early childhood education/development semester units</li><li>✓ 6 months experience in a licensed child care center or comparable group child care program.</li></ul>
<b>Alternatives</b>		
<ul style="list-style-type: none"><li>✓ Teacher - 6 completed semester units of early childhood education and enrolled in at least 2 semester units at a college until fully qualified</li><li>✓ 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</li><li>✓ School-Age Teacher – See Health and Safety Code Section 1597.21</li></ul>		

## AIDE QUALIFICATIONS

<ul style="list-style-type: none"><li>❖ <b>Aide</b></li><li>✓ 6 completed units of early childhood education</li><li>✓ 18 years old, high school graduate or enrolled in an ROP at an accredited high school</li></ul>
<b>Alternatives</b>
<ul style="list-style-type: none"><li>❖ 2 completed units of early childhood education each semester following initial employment and continuation in an educational program until fully qualified</li></ul>