

**Becoming an In-Home Child Care or Family Child Care Provider  
For Emergency CCAP Registration and Certification  
August – November 2021**

Are you interested in becoming a certified in-home or family child care provider during this public health emergency, and being paid to care for Child Care Assistance Program (CCAP) eligible children? There are two steps in the process - registration and certification.

**The Difference between In-Home Provider and Family Child Care Provider**

**In-home child care** is offered by a single person in another family’s private home, for that family’s child(ren). This person cannot have the same residential address as the family’s private home.

**Family child care** is child care for 6 or fewer unrelated children offered in the child care provider’s private home.

**Steps to be taken prior to serving children through CCAP.**

**NOTE: Submit all documents required for registration and certification at one time to expedite the process.**

<b>Registration: Complete the application and upload requested documents within the application.</b>
<ul style="list-style-type: none"> <li>Complete the application for <a href="#">Family Child Care Providers or In-Home Providers</a>.</li> </ul>
<ul style="list-style-type: none"> <li>Upload with the application a copy of a valid driver’s license or government issued photo ID AND copy of social security card.</li> </ul>
<ul style="list-style-type: none"> <li>Take the <a href="#">Key Orientation Training Modules 1, 2, 3</a> and upload certificates with the application.</li> </ul>
<ul style="list-style-type: none"> <li>If you do not have an eligible Child Care Criminal Background Check (CCCBC) – apply at <a href="https://cccblldoe.la.gov">https://cccblldoe.la.gov</a>. Many fees are waived. Contact <a href="mailto:ldcccpcbprocessing@la.gov">ldcccpcbprocessing@la.gov</a> for questions. Note that a provisional CCCBC is not allowed and any adult in the household will need a CCCBC.</li> </ul>
<ul style="list-style-type: none"> <li>Take CPR and Pediatric First Aid (<a href="#">CPR/PFA Approved Courses</a>) and upload the certificate of completion with your application.</li> </ul>
<ul style="list-style-type: none"> <li>Apply with the <a href="#">Office of State Fire Marshal</a> for approval and upload the approval document. (\$30 application fee).</li> </ul>
<b>Certification: Complete the provider agreement and submit the following documents.</b>
<ul style="list-style-type: none"> <li>Complete the <a href="#">provider agreement</a>.</li> </ul>
<ul style="list-style-type: none"> <li>Email a <a href="#">completed W-9</a>, <a href="#">completed direct deposit form</a> AND voided imprinted check to <a href="mailto:providercertification@la.gov">providercertification@la.gov</a>.</li> </ul>
<ul style="list-style-type: none"> <li>Email a copy of a valid driver’s license or bill with current residential address to <a href="mailto:providercertification@la.gov">providercertification@la.gov</a>.</li> </ul>
<ul style="list-style-type: none"> <li>Take the <a href="#">Pre-service Orientation</a> and email proof (screenshot of completion or email notification) to <a href="mailto:providercertification@la.gov">providercertification@la.gov</a>.</li> </ul>

The LDOE will need to inspect the home for health and safety standards as required by federal law to complete the registration process. Once the above steps are completed and you have been notified by the LDOE as certified, providers can begin serving children and be compensated through CCAP for caring for CCAP-eligible children.

In order to remain in open status, you must email [ldlicensing@la.gov](mailto:ldlicensing@la.gov) the following documents within 30 days of registration application submission.

- Evidence of [Medication Administration Training](#) via Child Care Health Consultant.
- Completed [Emergency Plan](#).

For questions on the registration process, contact Ashley Jones at [ashley.jones3@la.gov](mailto:ashley.jones3@la.gov) or 225.342.9905. For questions on the certification process, contact Provider Help Desk by email at [providercertification@la.gov](mailto:providercertification@la.gov) or by phone at 225-250-7635 or 225-252-9543.