



Dear Applicant,

Thank you for your interest in becoming a Family Child Care Provider at Spangdahlem Air Base. In order for your home to become a certified Family Child Care Home (on-base or off-base), you must meet the following requirements and complete the pre-approval process.

Air Force Instruction 34-144 lists the following requirements for becoming a licensed Family Child Care Provider:

1. At least 18 years of age.
2. Have a high school diploma or GED.
3. Have the ability to read, speak and write English.
4. Physically and mentally capable of providing care.
5. Willing and able to complete the required training.
6. Able to obtain the required liability insurance.
7. Willing to agree in writing to the requirements for family child care providers.

If you meet the above requirements, you are qualified to apply for a Family Child Care License. To obtain your license, you must complete the following pre-approval process:

1. Complete AF Form 1928, Family Day Care License Application, in its entirety. Make sure that information is complete. Please give full names, addresses and phone numbers for professional/personal references. These references should be former supervisors, teachers, counselors, or persons for whose children you have cared. Please do not include family members.
2. Base agencies are required to complete background checks (Family Advocacy, OSI, and Security Forces). Please sign the enclosed authorization form for these background checks to be performed on all adults over the age of 18 who live in the home. Also, a CNACI background check will be performed.
3. Provide a statement from your spouse's supervisor and a pet approval from a veterinarian (if you have pets).
4. The FCC Coordinator will conduct an in-home interview with you and your family members. Please schedule this for a time when all members of the family can be present.
5. Complete the required 40+ hours of training in operating a Family Child Care Home which includes; training modules, child development, child guidance, nutrition, fire, health and safety training, setting up your home, business aspects of running your own business, food handler's, CPR & First Aid, etc.
6. Take your family's immunization records to Military Public Health for review.
7. A health assessment is required every 3 years.
8. Complete home inspections prior to licensing. The following agencies will inspect: Public Health, Fire Prevention, Safety and Family Child Care.
9. Child Care Liability (500,000 minimum coverage) insurance is required before you can receive your license. Training will include sources for obtaining insurance (approximately €99 for 12 months).
10. Finally, the FCC Panel will review your record, make a certification recommendation and the Mission Support Group Commander will approve and sign your license.

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