

**HOW TO BECOME A STATE LICENSED
COAST GUARD CERTIFIED FAMILY CHILD CARE PROVIDER
AT
INTEGRATED SUPPORT COMMAND ALAMEDA**

Contact the Coast Guard Family Resource Specialist (FRS) to state your intent to become a FCC provider and to obtain the Coast Guard FCC packet and Instructions. (See #5) kcooper@d11.uscg.mil
Phone: 510 437-3881



#1

Attend a MANDATED State Licensing *orientation offered by the designated Community Care Licensing Division to obtain a State Licensing packet.
Contact:
Alameda.....510 622-2629
Novato..... 415 472-1092
Petaluma.....707 522-1431 x 156
Concord..... 925 676-kids
***Please note that the orientation must be scheduled in advance.**

#2

Enroll in the state required 15-hour child care health and safety class by contacting your local child care resource and referral agency:

Alameda –Bananas resource and referral 510 658-7353
Novato--Marin Child Care Council 415 491-5780
Petaluma—4Cs of Sonoma County 707 522-1413 x156
Concord –Contra Costa Child Care Council 925 676-kids



#3

COAST GUARD CERTIFICATION PROCESS

1. Submit your Coast Guard Application enclosure (14) along with the additional forms to your Coast Guard Family Resource Specialist (FRS).
2. Complete, sign and return LIC 997 Agreement by Licensee/Applicant on Federal Property enclosure (15).
3. Obtain **three written previous employment** recommendations and submit to FRS.
4. Request from FRS Family Child Care Background Investigation packet. Call (510) 437-5378



The Application Packet includes the following additional forms to be returned to FRS:

- **Medical Clearance form enclosure (21)** Return to FRS also send to TB test and Immunization records of all family members residing in the home.
- **Authorization for Release of Information enclosure (17).** Acknowledgement of **Rules and Regulations enclosure (23).**
- **CG Liability Insurance enclosure (22)** Submit to insurance company one-week prior to desired start date (**Fee involved**).

5. Submit State License to FRS to schedule final home inspection and receive Coast Guard FCC Certification.
Congratulations

you did it! #5

Complete the State Licensing Packet and submit it to your designated Community Care Licensing facility. Each agency may differ in regards to procedures.

Some Community Care Licensing agencies also require a fingerprint card for each family member 18 years and older. (Processing fees are charged)

Please contact your designated State Licensing Agency for instructions. See #2 above.

#4