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**Family Child Care Licensing**

**POLICY STATEMENT: Family Child Care Provider and Certified Assistant Upgrade**

**Upgrade to ten (10) or eight (8) from six (6)**

A provider may upgrade to ten (10) or eight (8) by submitting an application, application fee, evidence of having completed the appropriate pre-service training, evidence of the required experience and Consent for Background Record Check forms for the provider, all household members and persons regularly on the premises age 15 years or older. When issued, the provider's upgraded license will have a new issue date and the same expiration date as the earlier license**.**

A certified family child care assistant may upgrade his/her certification to eight (8) or ten (10) by submitting an application, application fee, evidence of having completed the appropriate pre-service training, evidence of the required experience, and a Consent for Background Record Check. When issued, the assistant's upgraded certificate will have a new issue date and the same expiration date as the earlier certificate.

**Upgrade to ten (10) or eight (8) and Renewal at the Same Time**

A provider or assistant may upgrade and renew his/her license or certificate at the same time if the expiration date on the current license or certificate is within 90 days of the application to renew/upgrade. The provider or assistant must submit the renewal application with all required documentation, including evidence of the required pre service training. The provider will be given a full 3 year license with a new expiration date based on the date the new license is issued.