

HOW TO BECOME AN EDUCATOR
(LICENSED FAMILY CHILD CARE PROVIDER)

1. **Contact the Department of Early Education and Care to attend a Potential Provider Meeting:** Call the Department of Early Education and Care (978-681-9684) to attend a Potential Provider Meeting. There is no fee for this meeting. At the conclusion of this meeting you will be given the application to become licensed.
2. **Attend a Family Child Care Orientation at Child Care Circuit:** The dates for Family Child Care Orientations are listed on the Training Calendar on the Child Care Circuit website: (www.childcarecircuit.org/professionals/calendar.asp). If you do not have access to a computer, you may pick up a listing of the dates in the first floor lobby at Child Care Circuit in Lawrence. Select a date to attend the training.

All Family Child Care Orientations are on a “walk-in, first come/first served” basis.

Registration for the training begins one hour prior to the beginning of the training.

The fee for the Orientation is **\$30.00** and must be paid in Cash or by Money Order.

Please note: you must bring your certificate from the Potential Provider Meeting to the Orientation to be admitted.

Children or other companions are not allowed in the trainings.

3. **Become certified in First Aid and CPR for infants and children:** Call the local Red Cross office or your local hospital to find a First Aid and CPR class for infants and children. The fee for this class will vary.
4. **Complete the application and mail with appropriate paper work to the Department of Early Education and Care:** The address is on the application. The fee is \$100.00.
5. **A licenser will contact you to arrange a visit to your home.**