



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

CITIZENS PLAZA BUILDING  
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**BILL HASLAM**  
GOVERNOR

**DANIELLE W. BARNES**  
COMMISSIONER

August 31, 2018

Dear Child Care Provider,

The purpose of this letter is to inform you of the process to obtain licensure through the Tennessee Department of Human Services (TDHS). We are committed to assisting you throughout the entire licensing process from beginning to end. Like you, our focus is on helping children stay nurtured, safe, and healthy.

For your convenience, we have included below our child care licensing requirements along with step-by-step guidance to simplify your experience with our licensing process. We've also enclosed a list of the pre-licensing orientation sessions, where you will learn additional details to support your success. Register, by no later than October 1, 2018, for the orientation session most convenient to you.

Please ensure you meet minimum licensing requirements, including:

- Have a high school diploma or equivalent (GED) educational credential as recognized by the state;
- Meet background check requirements; and
- Have proof of receiving a physical exam that indicates you are physically able to work with children.

If you meet these requirements, your next steps will be:

1. Your first step to becoming a licensed Family or Group Home provider is to register for a required pre-licensing orientation session. See attached list of sessions.
2. During orientation, you will receive an overview of the Licensure process, rules, and requirements. Upon completion of orientation, a Child Care Program Evaluator (CCPE) will be assigned to further assist you. The CCPE will provide an application for you.
3. Obtain a Federal Employer Identification Number (FEIN) by calling 800-829-4933.
4. Schedule an initial inspection of your home with your assigned CCPE to determine potential capacity based upon square footage and to ensure no safety or health hazards exist.
5. Your CCPE will explain how to obtain a business license and if required, a Use and Occupancy Permit.
6. Complete your Licensing application and submit it with the required licensing fees to your assigned CCPE. Please note the licensing fee is required for your application to be complete, and fees may only be submitted in the form of a Money Order or Cashier's Check.

7. Your CCPE will make requests for inspections to Codes Enforcement, State Fire, and the Health Department. Should these inspections require corrections, you must call the inspectors once any corrections have been completed to receive final approval.
8. Ensure that at least one (1) staff member has certification in both First Aid and CPR from a certifying organization recognized by TDHS. The certification must be appropriate to the ages of children served in your home. For example, Infant/Child First Aid and/or Adult First Aid (if children over age 12 are present).
9. Ensure that all household members or employees 15 years of age or older complete a [criminal history disclosure form](#) and schedule fingerprinting through the Identogo service at <https://www.identogo.com>.

**All persons required to be fingerprinted must obtain a satisfactory result prior to license issuance.**

10. Once these steps have been completed and all required information has been submitted, your CCPE will submit your licensure information for the issuance of a temporary license.

I hope these steps outlined above and the work of our dedicated staff are beneficial to helping you during this process. We are very eager to work with you and look forward to helping you become a licensed provider of child care serving the children and families of Tennessee.

Sincerely,



Jude White  
Assistant Commissioner for Child Care and Community Services