



LIVINGSTON COUNTY 4C COUNCIL
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Howell, MI 48843
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TRY CARING FOR A LIVING

Child Day Care Inquirer:

Your interest in becoming a part of the Michigan's child care provider community is encouraging and appreciated. Child care is an essential necessity for many families today. Individuals who use their time, talents and hearts to care for unrelated children are a valuable asset to the community and we thank you for your interest and inquiries.

An individual who uses their own homes to care for unrelated children are considered to be operating a "day care home," and are required to be regulated under Michigan's Act No. 116 of the Public Acts of 1973, as amended.

Please review this information carefully. It has been designed to provide you with information regarding the licensing and registration process of child care 'homes,' 'group homes' and 'centers'. It includes:

- Think Before You Decide.
- Frequently asked questions.
- Registration Process for "Family Child Care Homes"
- Licensing Process for "Group Child Care Homes"
- Explanation of Licensing for "Child Care Centers"
 - Fire Safety Inspections – Centers
- Program Director Qualifications
- Parts of Act No. 116 of the Public Acts of 1973, as amended, that apply to child day care home providers.
- An outline of the 'family' and 'group' child care home rules.
- CPR First Aid Training

Should you decide to continue with the licensing / registration process, please request an application.

Call 517-241-2488
Toll Free 866-685-0006
On-line <http://www.michigan.gov/dhs>

1. On the right side of the screen is a box labeled 'Quick Links, click 'Licensing'.
2. On the left side of the next screen is a box labeled 'Doing Business with DHS,' select 'Child Day Care.'
3. In the box titled 'Licensing and Requirements' choose 'How to Obtain and Original License Application Packet.'
4. From the next screen, under 'Child Day Care,' choose either 'Child Care Family and Group Home Original Application Packet,' or 'Child Care Center Original Application Packet.'

There are also instruction, under this heading to print off and read either the Licensing Rules for Family and Group Day Care Homes or the Licensing Rules for Child Care Centers and Act 116 of 1973 **prior** to submitting your application. You may view these documents by using the left mouse button and clicking on them.

- If you would like to have an application packet sent to you, fill out the 'text fields' at the bottom of the screen and click 'submit.'

If you have other questions or need further assistance please don't hesitate to call the Livingston County 4C Council at 517-548-9112 or General Licensing at 810-760-2598. We are here to help and serve our child care providers. Thank you for your interest in becoming a day care home provider.

Livingston County 4C Council Staff

Frequently Asked Questions

- Someone told me that if I want to care for children in my home I have to be licensed. Is that true?
- What is a Family Child Care Home?
- What is a Group Child Care Home?
- What is a Child Care Center?
- How many licensed home and centers are there in Michigan?
- What regulations and requirements must be met to be licensed?
- Can I open a child care center before I get licensed?
- How long will it take to get my home licensed or registered to provide child care?
- What do I have to do to get a child care center license?
- What should I do if I have a concern about a Child care facility?

Someone told me that if I want to care for children in my home, I have to be licensed. Is that true?

Michigan law requires a person to register her/his home as a "family child care home" if that person cares for 1 to 6 unrelated child care children for more than 4 weeks out of a year. If a person cares for 7 to 12 child care children at a time, the home would need to be licensed as a group child care home.

Michigan law further indicates that you **do not** need to licensed or registered if:

- The children's parents were **always present** in your home when care is given.
- All of the children are **related to you**.
- You cared for the children **in the children's home**.
- You care for children **less than four weeks** per year.

What is a Family Child Care Home?

A private residence that the child care provider lives in and cares for up to six unrelated children for more than 4 weeks in a year when the children's parents/guardians are not immediately available.

What is a Group Child Care Home?

A private residence that the child care provider lives in and cares for up to 12 unrelated children for more than 4 weeks in a year when the children's parents/guardians are not immediately available.

What is a Child Care Center?

A facility, other than a private residence, where child care is provided for 1 or more children whose parents/guardians are not immediately available. Centers must be licensed if they provide care for more than 2 consecutive weeks per year. Centers include public and private preschools, nursery schools, parent cooperative preschools, full-child child care centers and drop in centers.

How many licensed home and centers are there in Michigan?

There are over 18,000 regulated child care homes and centers: more than 10,000 family child care homes, over 3,500 group child care homes and more than 4,500 child care centers. This represents more than 346,000 children that can be cared for in Michigan child care facilities!

What regulations and requirements must be met to be licensed?

Child care homes and centers are regulated by the Office of Children and Adult Licensing and must comply with the child care licensing law, Public Act 116, and administrative rules. The rules vary depending on whether the child care provided is in a family home, a group home, or a child care center. All licensed child care situations are reviewed by licensing staff to assure that the environment is safe, staffing is adequate, nutritious meals and snacks are provided, and there are appropriate activities and play equipment. Licensing rules require that staff caring for children be responsible and suitable to meet children's needs.

Can I open a child care center before I get licensed?

No. Michigan law requires all non-governmental organizations to be licensed before opening. Everyone is encouraged to seek help and information when deciding to open a child care facility.

How long will it take to get my home licensed or registered to provide child care?

As in other businesses, the length of time needed to become licensed or registered varies based on your completion of the needed steps in the application process. A registration for a family child care home or a license for a group child care home can be completed within as short a time as four weeks to as long as 16 weeks. Follow these links for more specific information on completing the [family child care home registration process](#) and the [group child care home licensing process](#) .

What do I have to do to get a child care center license?

First you must select a site for your center. The site, including its equipment and materials, must be approved by fire and health inspectors and by the licensing consultant. Specific policies and operational plans must be developed, and then approved by the Office of Children and Adult Licensing.

The length of time depends on the applicant. Generally, the process takes applicants anywhere from three months to a year to complete. Follow this link for more specific information on completing the [child care center licensing process](#).

What should I do if I have a concern about a child care facility?

Concerns should first be shared with the child care provider or director. If the problems or concerns continue you may want to contact the Office of Child and Adult Licensing office in your area, or visit our [Complaints](#) information.

Family Child Care in Your Home THE REGISTRATION PROCESS

Registration is the process by which the Department of Human Services (DHS) regulates family child care homes for the care of 1-6 unrelated children. The process requires that family child care home providers certify to the Department that they and their home are in compliance with the rules for family child care homes.

Note: It is illegal in the State of Michigan to care for unrelated children in your home without being licensed or registered by the Department of Human Services.

Prior to submitting an application it is wise to contact local zoning authorities to see if operating a group home is allowed in a designated neighborhood.

Step I - You may now directly print the [Original Application Packet](#). Also, please print and read the [Licensing Rules for Family and Group Day Care Homes](#) and [Act 116 of the Public Acts of 1973, as amended](#) prior to submitting your application.

OR

An application may be requested from the Licensing Unit using one of the following methods:

On-line: [Online Licensing Application Request](#)

Telephone: 517-241-2488 or toll free 1-866-685-0006

Step II - The application must be filled out and returned, as a complete packet in the same envelope, with **all** of the items listed below to:

**Department of Human Services
Cashier's Office
P.O. Box 30759
Lansing, MI 48909-8150**

- 1.** Child Day Care Application (OCAL-3970)
- 2.** Supplemental Information Form (OCAL-3737)
- 3.** A \$25.00 check or money order payable to the State of Michigan.
- 4.** 2 Licensing Record Clearance Forms (OCAL-1326) – It is necessary to complete one for each of the following: --Yourself.
 - All members of your household 18 years of age and over who reside in your home.If you or a member of your household has been convicted of a criminal offense, or has a record of substantiated child abuse or neglect, further study will need to be done by your licensing consultant. The purpose of this study is to determine whether such previous involvement would currently affect your ability to care for children and meet the family child care home rules.
- 5.** Licensing Medical Clearance Request (OCAL-3704) – signed by your physician or his/her designee which attests to your health and the health of any other person who will provide care.
- 6.** Documentation of TB test results for:
 - Yourself.
 - All members of your household 18 years of age and over who reside in your home.
 - All other persons living in the home who are 14 years of age and older, including your spouse.
 - Any other person who will help provide care.

7. Proof of inspection and approval of your heating system within the past 12 months. This includes wood-burning stoves and any other permanently installed heating devices if used at any time in your home. Electric heat does not require an inspection. The inspections may be done by one of the following:

- A licensed heating contractor.
- A qualified fire safety inspector.
- An insurance company.
- The Department of Labor and Economic Growth.
- A local building inspector.

Step III - An environmental health inspection and approval are required if your application indicates that your home has a private well and/or septic system. The inspection, requested by the Licensing Unit and paid for by this office, is done by your local health authority prior to registration.

Step IV - After review and approval of your application materials you will be invited to attend an orientation session arranged by your local licensing office. The purpose of the orientation is to review the licensing rules and statutes and prepare you for the licensing inspection.

- The orientation will last approximately 6 hours.
- Additional information will be provided which will help you to be successful in the business of caring for children.
- Time will be provided for you to ask questions.

At the end of the orientation session, you will be given a Statement of Registration. This is a legal document on which you certify that you are in compliance with the family child care home rules and the child care licensing law (Act No. 116 of the Public Acts of 1973, as amended). You will be asked to take it home with you and check your home to be sure that you are in compliance with all of the rules and the law before signing and returning it. When you have determined you are in compliance with the rules and the law and have returned the signed Statement of Registration, you will be issued a Certificate of Registration and you may begin caring for children. Note: This registration is in effect for 3 years, as long as you continue to meet the rules and reside at the same address.

Step V - Within 90 days from being registered, a licensing consultant will inspect your home to assess compliance with the licensing rules. It is your responsibility to be in compliance with the rules and statute at the time of the inspection and at all times thereafter. Some of the items you must have available during the on-site inspection are:

- At least 1 functioning multipurpose fire extinguisher, with a rating of not less than 2-10BC, properly mounted on each floor level that will be used by children in care. [R 400.1834(d)]
- A working smoke detector on each floor of your home. [R 400.1834]
- A posted evacuation and care plan for tornado, fire, and serious accident or injury. [R 400.1835]
- A written discipline policy. [R 400.1804]

Step VI -GENERAL INFORMATION

1. A Certificate of Registration is issued to a specific person at a specific address. If you plan to move, you must contact the Office of Children and Adult Licensing Unit prior to the move so that you can be registered at your new address. If you move to a new address and do not contact this office, your Certificate of Registration is no longer valid at the new address.

- 2.** After being registered for 3 years, you will have to renew your registration. This is a process that is done through the mail. A renewal application packet will be sent to you prior to the expiration of your certificate of registration so that you may renew in a timely manner. The cost to renew is \$10. You may need to update some of your documents at this time.
- 3.** If a complaint about your family child care home is received by the Office of Children and Adult Licensing in investigation will be conducted, which may include an inspection of your home.
- 4.** Within 3 years of becoming registered you must obtain certification in age-appropriate CPR and First Aid. (List of approved instructors)
- 5.** If, at any time, you decide to no longer care for children, you should mail your written request to close of your certificate of registration to:

**Office of Children and Adult Licensing
Licensing Unit
PO Box 30759
Lansing, MI 48909-8150**

If you have any questions or need assistance, please feel free to contact the Licensing Unit office, toll free, at 866-685-0006.

Updated - 1/05

Group Child Care in Your Home THE LICENSING PROCESS

Licensing is the process by which the Department of Human Services (DHS) regulates group child care homes for the care of 7-12 children. The process requires that group child care home licensees are in compliance with the rules for group child care homes.

Note: It is illegal in the State of Michigan to care for unrelated children in your home without being licensed or registered by the Department of Human Services.

Prior to submitting an application it is wise to contact local zoning authorities to see if operating a group home is allowed in a designated neighborhood.

Step I - You may now directly print the [Original Application Packet](#). Also, please print and read the [Licensing Rules for Family and Group Day Care Homes](#) and [Act 116 of the Public Acts of 1973, as amended](#) prior to submitting your application.

OR

An application may be requested from the Licensing Unit using one of the following methods:

On-line: [Online Licensing Application Request](#)

Telephone: 517-241-2488 or toll free 1-866-685-0006

Step II - Application: The application must be filled out and returned, as a complete packet in the same envelope, with **all** of the items listed below to:

**Department of Human Services
Cashier's Office
P.O. Box 30759
Lansing, MI 48909-8150**

- 1.** Child Day Care Application (OCAL-3970)
- 2.** Supplemental Information Form (OCAL-3737)
- 3.** A \$40.00 check or money order payable to the State of Michigan.
- 4.** 2 Licensing Record Clearance Forms (OCAL-1326) – It is necessary to complete one for each adult who resides in your home. If you or a member of your household has been convicted of a criminal offense, or has a record of substantiated child abuse or neglect, further study will need to be done by your licensing consultant. The purpose of this study is to determine whether such previous involvement would currently affect your ability to care for children and meet the family child care home rules.
- 5.** Licensing Medical Clearance Request (OCAL-3704) – signed by your physician or his/her designee which attests to your health and the health of any other person who will provide care.
- 6.** Documentation of TB test results for all other persons living in the home who are 14 years of age and older and any other person who will help to provide care.
- 7.** Verification of current age-appropriate CPR (within the preceding 12 months) and First Aid training (within the preceding 36 months) from an approved trainer. (See [List of approved instructors](#) or contact your local licensing office.)

8. Proof of inspection and approval of your heating system within the past 12 months. This includes wood-burning stoves and any other permanently installed heating devices if used at any time in your home. Electric heat does not require an inspection. The inspections may be done by one of the following:

- A licensed heating contractor.
- A qualified fire safety inspector.
- An insurance company.
- The Department of Labor and Economic Growth.
- A local building inspector.

Step III - Orientation: After review and approval of your application materials you will be invited to attend an orientation session arranged by your local licensing office. The purpose of the orientation is to review the licensing rules and statutes and prepare you for the licensing inspection.

- The orientation will last approximately 6 hours..
- Additional information will be provided which will help you to be successful in the business of caring for children.
- Time will be provided for you to ask questions.

Step IV - Inspections:

1. An **environmental health inspection** and approval are required if your application indicates that your home has a private well and/or septic system. The inspection, requested by the Licensing Unit and paid for by this office, is done by your local health authority prior to becoming licensed.

2. Once all required application materials have been submitted and are complete, a licensing consultant will inspect your home to assess compliance with the licensing rules. It is your responsibility to be in compliance with the rules and statute at the time of the inspection and at all times thereafter. Some of the items you must have available during the on-site inspection are:

- At least 1 functioning multipurpose fire extinguisher, with a rating of not less than 2-10BC, properly mounted on each floor level that will be used by children in care. [R 400.1834(d)]
- A **working** smoke detector on each floor of your home. [R 400.1834]
- A posted evacuation and care plan for tornado, fire, and serious accident or injury. [R 400.1835]
- A written discipline policy. [R 400.1804]

Step V - License Issuance: Once it has been determined that you are in compliance with the rules and the statute you will be issued a 6 month provisional license.

Prior to the expiration of the 6 month provisional license you will receive a renewal application packet. After you submit a complete renewal application packet an on-site inspection will occur. If you continue to remain in compliance with the rules and the statute, you will then be issued a regular license that is valid for 2 years.

General Information:

1. Within 2 years of the original license, 20 clock hours of training must be completed. [R400.1851(b)].

- 2.** A license is issued to a specific person at a specific address. If you plan to move, contact the Office of Children and Adult Licensing Unit prior to the move so that you can apply for a license at your new address.
- 3.** If a complaint about your family child care home is received by the Office of Children and Adult Licensing in investigation will be conducted, which may include an inspection of your home.
- 4.** If you decide to no longer care for children, contact your local licensing office to request closure of your license.

**Office of Children and Adult Licensing
Licensing Unit
PO Box 30759
Lansing, MI 48909-8150**

If you have any questions or need assistance, please feel free to contact the Licensing Unit office, toll free, at 866-685-0006.

Updated - 1/05

Child Care in a Child Care Center

It is illegal in the State of Michigan to provide child care services without being licensed by the Michigan Department of Human Services (DHS).

Step I - You may now directly print the [Original Center Application Packet](#). Also, please print and read the [Licensing Rules for Child Care Centers](#) and [Act 116 of the Public Acts of 1973, as amended](#) prior to submitting your application.

OR

An application may be requested from the Licensing Unit using one of the following methods:

On-line: [Online Licensing Application Request](#)

Telephone: 517-241-2488 or toll free 1-866-685-0006

Step II - The application must be filled out and returned, as a complete packet in the same envelope, with **all** of the items listed below to:

Department of Human Services

Cashier's Office

P.O. Box 30759

Lansing, MI 48909-8150

EXPLANATION OF LICENSING FOR CHILD CARE CENTERS

Rules and Procedures

Become familiar with the Administrative Rules for Child Care Centers and the following procedures in order to assist you in the licensing process.

Site Selection

A license is issued to a specific person or organization at a specific location, is non-transferable, and remains the property of the Department. Therefore, an application to establish a child care center must be for a specific location.

In the event you have several sites in mind, a licensing consultant may be able to provide you with professional advice.

If applicable to your area, contact your local zoning board or comparable local authority. Most areas require local government approval to operate a child care center. However, obtaining a license for a child care center is not contingent upon zoning approval.

Application

Complete and submit the application (OCAL-3970) along with your check or money order [payable to the State of Michigan (no cash)]. **THE FEE IS NON-REFUNDABLE**

<u>Capacity</u>	<u>Original Application Fee</u>
1-20	\$50
21-50	\$60
51-100	\$70
101+	\$80

- Complete and submit Licensing Record Clearance Request (OCAL-1326). *(This form is required for the applicant or person signing on behalf of the organization and all on-site program directors. Additional forms are available. Follow instructions on form, complete, sign Section II and return the entire form. Please read the reverse side of the form before signing it.)*
- Complete and submit the Supplemental Information form (OCAL-3601).

Act and Rule Interview(s)

Make an appointment with your consultant to discuss Act 116 and the Administrative Rules. In signing the application, you agree to operate the center in compliance with the Act and Rules. You will want an opportunity to gain a clear understanding of the total process in a setting where there is time to ask questions.

Facility Inspections

FIRE SAFETY - It will be your responsibility to make arrangements for a fire safety inspection by a qualified inspecting official. A list of qualified fire safety inspectors will be provided to you. The completed inspection report must be forwarded to the Licensing Unit. If new construction or remodeling occurs, a set of plans must also be submitted.

ENVIRONMENTAL HEALTH - Upon receipt of your application materials, and the application fee, an Environmental Health Inspection Request will be sent to you. It is your responsibility to arrange the inspection with the local or state public health department noted on the form. A fee may be charged. Upon receipt of the fire safety and health inspection reports, the Licensing Unit will notify you of the Department's preliminary findings. Any work requested in these reports must be completed and the Licensing Unit notified of completion.

LICENSING CONSULTANT'S INSPECTION- A licensing consultant will make an on-site inspection during the licensing process. Through discussion with the consultant, the scheduling of the inspection will be arranged at a mutually satisfactory time.

Consultation and technical assistance from the Department are provided without charge to applicants.

Supporting Documents, Proposals and Policies

Prior to the final licensing determination, the following will need to be submitted, by mail or in person, to your consultant for review and approval:

1. **Program Director Qualifications** – Transcripts are used to substantiate the achievement of educational requirements. Credentials must verify:
 - Minimum of 60 semester hours of credit from an accredited college or university
 - Not less than 12 semester hours credit: child development child psychology or early childhood education
2. **Staffing Plan** - A statement containing:
 - Number and ages of children in care each day
 - Location of rooms to be used
 - Number of staff/volunteers present throughout the day: early morning, naptime, lunchtime, afternoon, etc.
 - Procedures for screening staff/volunteers for prior criminal convictions and substantiated abuse or neglect of children and adults
 - Methods of supervision for staff/volunteers with prior criminal convictions and substantiated abuse or neglect of children and adults
3. **Program Plan** - A statement containing:
 - Planned daily activities for each age group
 - A sample daily schedule with a description of activities that meet children's social, emotional, physical and intellectual needs
 - A plan for rest and outdoor play (for centers planning to have children present 5 or more hours)
4. **Equipment List** - A detailed listing of age-appropriate equipment (on hand or ordered), for each age group to be served. The list is to be divided into the following sub-categories
 - Large muscle
 - Small muscle
 - Art
 - Music
 - Literature
 - Sensory Exploration
 - Social Interaction and Dramatic Play
 - Discovery, (includes structuring and restructuring)
 - Rest (if children are in attendance for more than 5 hours)
5. **Nutrition and Food Service** - If the center is planning for the majority of children to be in attendance for 4 hours or more, a copy of the written policy for the planned food service program must be included.
6. **Child Use Space** - A sketch on 8 1/2 x 11 paper, with measurements rounded to the nearest foot, is acceptable. It does not need to be a scale drawing.
 - **Indoor Activity Space** - The drawing is to include all child use areas, including all dimensions. Indicate hallways, bathrooms, kitchen and storage areas.
 - **Outdoor Activity Space** - Indicate by drawing the location of the outdoor play space relative to the indoor space. Denote names of streets, adjacent parks, etc. Specify in writing, the location of this play area.
7. **Fire Safety Report** from a qualified fire inspector.
8. **Policies** - Includes copies of: the admission and withdrawal criteria; fee policy; discipline policy. The discipline policy is to indicate the child management techniques which will be used in the center as well as those which will be prohibited. The fee policy is to include when and how payment is due, payment policies for holidays, child illness or absence, or when the center is closed due to inclement weather, or other reasons.
9. **Schedule of Operations** (*months, days and hours*)

10. **Emergency and Evacuation Plans** - Provide written detailed plans for each of the following emergencies:
- Fire
 - Tornado
 - Serious accident or injury
 - Include equipment needed and duties/responsibilities of staff

In addition to the above, the Licensing Unit will need to review your plans to meet compliance with the other Administrative Rule areas under "Part One, General Provisions:" Records, Child and Staff Health Information, and the Facility.

If the proposed center will be providing care for specific age groups of children, or other program components, additional Administrative rule areas will need to be discussed, such as: children between 2 weeks and 2 1/2 years; children 6 years of age and older; drop-in care; swimming; night-time care; transportation; and/or field trip transportation.

Licensing Study Report

When all necessary materials and documents, including fire and health inspection reports, have been submitted and reviewed, any necessary corrections have been made, and an on-site inspection has been conducted, a determination will be made with regard to licensure.

If the decision is to issue you a license, you will receive notification from the Department of Human Services, Office of Children and Adult Licensing. The letter will indicate when the center may begin caring for children and that this initial license is in effect for 6 months. After 6 months, providing the center continues to meet all the rules and continues to provide care at the same location, a regular license will be issued. This license must be renewed every 2 years.

While your center is licensed, inspections by a licensing consultant will be made annually or if a complaint has been received.

If the licensing decision is to deny your application you have the right to appeal the decision, in accordance with Act 116, Public Acts of 1973, as amended, Section 11(2).

Time Frame:

The amount of time required in issuing the license will depend upon completion of:

- Initial fire and health inspection
- Any work required by the fire and health inspectors
- Final approval from the appropriate qualified fire inspector and health department
- Achievement of compliance with the administrative rules for child care centers and the statutory requirements of Act 116, Public Acts of 1973, as amended, as applicable to new applications, and
- Notification from the Department of Human Services indicating when you may begin operation.

Do not hesitate to contact the Licensing Unit for assistance throughout the licensing process. There is no fee for this service.

Fire Safety Inspections-Centers

Importance of Fire Safety

Fire safety inspections are a necessary part of the licensing process. It is a means of assuring that the building used for a child care center is in compliance with essential fire safety requirements for licensure.

Procedures for Requesting Fire Safety Plan Reviews (new construction, additions, remodeling)

Architectural plan reviews will be provided by this bureau's child care section at no cost to the applicant or licensee. Please contact your licensing consultant regarding necessary information required on plans submitted. New construction, additions, and remodeling projects are inspected by State Inspectors working for the Bureau of Construction Codes & Fire Safety.

Procedures for Requesting Fire Safety Inspections (conversions, consultations)

Fire safety inspections for conversions, consultations and, if required, existing licensed child care centers are to be obtained by the applicant or licensee from one of the individuals on the below "Approved Independent Qualified Fire Inspectors" list.

However, if the proposed or licensed child care center is located within a city that has signed an agreement with the state to conduct fire safety inspections for licensure, within their jurisdiction only, one of their listed qualified fire inspectors may be contacted. These departments are identified below on a separate "Local Fire Prevention Authority" list.

Licensees are to arrange or contract with a qualified fire safety inspector, and, are responsible for any costs of obtaining the inspection. The Family Independence Agency will not accept a fire safety inspection report from any other authority, individual or organization that is not on the current applicable list.

If you have further questions regarding this program, please contact your licensing consultant.

Below is the list of independent qualified fire inspectors approved by the Bureau of Construction Codes and Fire Safety to conduct fire safety inspections for conversions, consultations and, if required, existing licensed child care centers.

Approved Independent Qualified Fire Inspectors

Willie L. Miller
3413 Concord
Flint, MI 48504
(810) 238-0016

David R. Yarber
6140 Havelock
Clarkston, MI 48346
(248) 625-1424

Robert D. Patrick
701 Oak Ridge Drive
Brighton, MI 48116
(810) 227-6701

John MacDougall
21316 Larkspur
Farmington, MI 48336
(248) 477-6145

Theron Wiggins
2546 Nolen
Flint, MI 48504
(810) 239-9383

Program Director Qualifications

R 400.5103 Program director.

Rule 103. (2) With respect to the qualifications for program director, a center shall ensure compliance with 1 of the following requirements:

(a) A program director shall have completed not less than 60 semester hours of credit at an accredited college or university and shall have completed not less than 12 semester hours in child development, child psychology, or early childhood education.

(b) A program director shall have been awarded the child development associate credential awarded by the council for early childhood professional recognition or similar credential approved by the department and shall have completed not less than 12 semester hours in child development, child psychology, or early childhood education at an accredited college or university.

(c) A program director shall have been awarded a montessori credential by a montessori teacher training institution recognized by the montessori accreditation council for teacher education (macte).

The following curriculums are now accepted as being equivalent to the child development associate credential (CDA):

- Michigan 4C School Age Credentialing Program (517) 351-4171
- High/Scope Lead Teacher Training Program (734) 485-2000

CPR and First Aid Training

Public Act 116 requires that a child care center or group child care home shall always have on duty, when providing care to 1 or more children, a minimum of 1 person who is certified in First Aid and age-appropriate cardiopulmonary resuscitation (CPR) by the American Red Cross or a comparable organization or institution approved by the Department.

Family child care home providers must meet the requirements of Rule 1851. This rule mandates the completion of First Aid training and CPR within three years of being registered.

Criteria For Departmental Approval of CPR/First Aid Instructors/Trainers

The following information is required for approval (Central Office in Lansing reviews and approves training materials that are submitted):

- Verification that the instructors are certified to teach CPR and First Aid by the American Red Cross, American Heart Association, National Safety Council or from training components the Department has recognized as equivalent to the teaching manuals used by these organizations
- A copy of the illustrated manual which will be given to all participants
- A copy of the written test that will be given to the participants who must achieve a successful passing score.
- Written verification that the skills of CPR and First Aid techniques required will have been practiced.
- A copy of the certificate or card that participants will receive upon receiving a passing written test score and satisfactorily demonstrating the skills.

The following Red Cross and American Heart Association courses are accepted for programs that serve children nine years of age or **older**:

American Red Cross **American Heart Association**

Adult CPR
Heart Saver

Community First Aid and CPR
Heart Saver and Pediatric BLS

Professional Rescuer CPR
Healthcare Provider BLS

Heart Saver Plus

The following Red Cross and American Heart Association courses are accepted for programs that exclusively serve children **under** nine years of age:

American Red Cross
American Heart Association

Infant and Child CPR
Pediatric Basic Life Support (BLS)

Infant CPR
Heart Saver and Pediatric BLS

Child CPR
Healthcare Provider BLS

Professional Rescuer CPR
Pediatric Basic Life Support Plus

Note: Participants in ALL CLASSES must pass a written test and skill demonstration test in order to be certified. Some of the above courses do not require a written test or skill demonstration test as part of the curriculum but instructors give the tests so as to meet Child Care Licensing criteria. If this is the case, the card or certificate should state that the tests were given and passed.

Approved CPR/First Aid Instructors

The following list represents individuals and organizations that have been approved by the Bureau of Family Services to provide adult, infant, and child CPR and/or First Aid training to Child Care Providers.

Updated: 8/24/05

Cards from the following 4 organizations may be accepted if the training is age-appropriate:

**American Red Cross
CPR & First Aid**

**American Heart Association
CPR & First Aid**

**National Safety Council
CPR & First Aid
517-394-4614**

**Emergency Care and Safety Institute
CPR & First Aid**

**American Safety and Health Institute
For local centers-800-246-5101**

Approved Instructors for Livingston County

Allan Group, LCC
Scott Wedge
P.O. Box 300933
Waterford, MI 48330
248-505-9617

EMS Education
Dave Hartman
4849 Stow Road
Fowlerville, MI 48836
517-223-0286

Saint Joseph Mercy Livingston
Maryann McLean
620 Byron Road
Howell, MI 48843
517-545-6517