

Journey Toward Licensure Checklist

Becoming a licensed foster parent can feel overwhelming. Keep this checklist handy to track your progress or reference as you're moving forward!



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Choose Your Path to Licensure:

- ☐ **Go to the Department of Children, Youth and Families (DCYF) Foster Parenting and Kinship Care website:** www.dcyf.wa.gov/foster.
- ☐ **Find the Child Placing Agency (CPA) in your county.**
View the Child Placement Agency Contact webpage for a Complete List of CPAs by Region:
<https://dcyf.wa.gov/services/child-placing-agencies/cpa-contacts>
View the *DCYF Regional Structure Map (COMM_0008)* to find your region:
www.dcyf.wa.gov/sites/default/files/pubs/COMM_0008.pdf

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Complete Required Training:

- ☐ **Eight-Session Caregiver Core Training (CCT)** *Required for main caregiver, recommended for all caregivers*
 - a. Create a profile on the Alliance website so you can register for classes at:
<https://cpe.socialwork.uw.edu/alliance-courses>
 - b. Register for CCT on the Alliance website:
<https://cpe.socialwork.uw.edu/alliance-courses/content/caregiver-core-training-online>
 - c. After completing all eight sessions, learn more about getting ready to foster from a CaRES mentor with lived experience. Register for and attend, "While You Wait."
- ☐ **First-Aid and CPR** *Required for all caregivers over the age of 18*
 - a. Search the web for an in-person class near you that fits the age group you want to care for (adult, child, and infant certifications are available).
 - 1. Red Cross Training: www.redcross.org
 - 2. If you are unable to locate a class in your area, contact your local fire department.
 - b. Verify with the trainer that the class meets national standards set by the American Heart Association.
 - c. Keep your receipt and certification card.
 - d. Once your license is issued, you can request a refund payment for CPR/First Aid class from your licensor.
- ☐ **Bloodborne Pathogens Training (BBP)** *Required for all caregivers over the age of 18*
If BBP is offered in the CPR class, a separate course is not required. If you need BBP training, there is a course available through the Alliance at
<https://cpe.socialwork.uw.edu/alliance-courses/content/bloodborne-pathogens-elearning>

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Submit an Application:

- If licensing through DCYF:** Complete the required trainings above and email your regional contact (see next page) who will walk you through the process.
- If licensing through CPA:** Please reach out to CPA directly and follow their process.



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Submit an Application *Continued*

Contact your Regional Licensing Division:

- **Region 1** dcyf.fostercarelicensingregion1@dcyf.wa.gov
- **Region 2** dcyf.fostercarelicensingregion2@dcyf.wa.gov
- **Region 3** dcyf.fostercarelicensingregion3@dcyf.wa.gov
- **Region 4** dcyf.fostercarelicensingregion4@dcyf.wa.gov
- **Region 5** dcyf.fostercarelicensingregion5@dcyf.wa.gov
- **Region 6** dcyf.fostercarelicensingregion6@dcyf.wa.gov

View the DCYF Regional Structure Map (COMM_0008) to find your region: www.dcyf.wa.gov/sites/default/files/pubs/COMM_0008.pdf

What you can expect:

- The licensing process takes **approximately 120 days** from the time you complete the online application.
- Be prepared to answer personal questions related to health, mental health, finances, relationships and more.
- A Home Study Specialist will be assigned to you and reach out to schedule interviews including in-person and virtual visits.
- Interviews will be held with all members of the household, including children living outside of the home regardless of their age.
- A home inspection is required to become licensed. Your Home Study Specialist will help you prepare. Review the *Foster Home Licensing Inspection Checklist* (www.dcyf.wa.gov/forms?field_number_value=10-183&title=) to learn what Licensing Division staff are looking for.
- Once your home assessment is complete, you will be provided with a copy of the draft document to review prior to finalization. A copy of the Home Study Assessment and your official Foster Home license certificate will be sent to you.

Want to learn more about becoming a foster parent?

Join us at our monthly information session where you can participate in a meeting with foster parent recruiters and start building connections with others interested in learning more. Foster parent information sessions occur the **first Tuesday** of every month.

To register go to: <https://dcyf.wa.gov/services/foster-parenting/become-a-foster-parent/info-sessions>

Where can I go for help?

For questions or concerns about the licensing process, reach out to your region's Targeted Recruitment Specialists: www.dcyf.wa.gov/services/foster-parenting/targeted-recruitment-specialists

Contacts for Spanish Speakers: Dirección de correo electrónico para personas que hablan Español dcyf.fostercarelicensingespanol@dcyf.wa.gov

