

**Licensing  
Administration Level (5.4.5.1)**

**Description:**

To familiarize the student with the most essential requirements for the establishment and continuation of a school. The legal requirements, licensing requirements and accreditation requirements are examined.

**Clock hours:** 15 hours.

**Credits:** MTEC/SFBA Transcript  
Credits available through California State University – East Bay

**Meeting schedule:** See flyer

**Objectives and competencies to be achieved - MACTE Competencies:**

**Outline of content and learning experiences:**

**Session 1:**

Child Care Center: Manual of Policies and Procedures  
General Requirements and Definitions  
Licensing  
Application Procedure  
Enforcement Provisions  
Administrative Actions  
Continuing Requirements  
Physical Environment

**Session 2:**

Child Care Center: Manual of Policies and Procedures – continued  
*Child Care Center Comprehensive Visit Protocol*  
*Annual Focus Visit Report*

Health and Safety  
Medical and Emergency Information  
Prevention of Injuries  
Infectious Diseases  
Infectious Diseases Protection  
Letters to Parents  
Emergency and Disaster Preparedness

**Evaluation requirements and/or performance assessment:**

Community Care Licensing Manual, Health and Safety Manual, *Annual Focus Visit Report, Child Care Center Comprehensive Visit Protocol.*

**Required and recommended readings:**

Community Care Licensing Manual, Health and Safety Manual