



Journey Toward Licensure

Becoming a licensed foster parent can feel overwhelming. Just take it one step at a time. Keep this checklist handy to track your progress or reference as you're moving forward! (You can check things off in whichever order works for you.)

- Complete [Caregiver Core Training](#), the required eight-session course that builds your knowledge and skills. This training is offered as a self-paced eLearning through the [Alliance](#).
- Complete First Aid/CPR and [Bloodborne Pathogens](#).
- Review the [Licensing Application Checklist](#) and keep this as a reference point moving through the process. Outside of forms and training, there are additional items required, which the checklist outlines.
- Download and complete the required forms for the DCYF licensing application packet:
 - Family Home Study Application [DCYF 10-354](#)
 - Personal Information [DCYF 15-276](#) * **One per applicant**
 - Applicant Medical Report [DCYF 13-001](#) * **One per applicant**
 - Emergency Evacuation Plan [DCYF 16-204](#)
 - Financial Worksheet [DCYF 14-452](#)

If you are licensing with a CPA you will want to check with that agency for their licensing packet.

- Complete the Background Authorization Form (BAF) online at <https://fortress.wa.gov/dshs/bcs/>. This link works best in Chrome internet browser. You will be provided a confirmation number/control ID for each application. ***Each applicant and anyone 16 years or older living on the premises must complete a BAF. This step should be completed very close to the date you will be submitting your application, because the confirmation number/control ID is only valid for 90 days.**
- Contact Alliance CaRES to get support, guidance and answers to any questions! Visit [AllianceCares.org](#) or email us at alliancecares@uw.edu.
- When you are ready to submit your complete application to DCYF, including providing the BAF confirmation number or control ID, connect with your region's Licensing Division representative ([find your region here](#)):
 - Region 1 | Foster Care Licensing Region 1 | 509-818-1060
 - Region 2 | Foster Care Licensing Region 2 | 509-585-3029
 - Region 3 | Foster Care Licensing Region 3 | 425-595-3469
 - Region 4 | Foster Care Licensing Region 4 | 206-923-4952
 - Region 5 | Foster Care Licensing Region 5 | 253-983-6473
 - Region 6 | Foster Care Licensing Region 6 | 360-725-6765
 - Contacts for Spanish-Speakers
 - Dirección de correo electrónico para personas que hablan Español
 - Foster Care Licensing Español | 509-585-3029
- Once you submit your licensing application packet, you will be assigned a home study specialist and your documents will be processed, starting with the background check. Expect to receive a Fingerprint Appointment letter electronically.