



Journey Toward Licensure

Becoming licensed for Kinship care 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.)

- To find out more about Kinship Care Licensing please visit the State Department of Children, Youth and Families (DCYF) Kinship Care page:
<https://www.dcyf.wa.gov/services/foster-parenting/relatives-caring-for-kids>
- Create a profile on the Alliance training page to enable you to register for courses.
<https://cpe.socialwork.uw.edu/alliance-courses>
- Complete two out of the four units (or take the full course) of the required four-session course of Kinship Core Training https://cpe.socialwork.uw.edu/alliance-courses/course-catalog-table?text=Kinship+Core+Training&sort_by=field_course_event_date_value that builds your knowledge and skills. This training is offered as a self-paced eLearning through the Alliance. <https://risewiththealliance.org/>
- Complete a certified course for First Aid/CPR/Bloodborne Pathogens:
https://cpe.socialwork.uw.edu/alliance-courses/course-catalog-table?text=first+aid&sort_by=field_course_event_date_value
- Review the Licensing Application Checklist https://www.dcyf.wa.gov/forms?field_number_value=10-578&title= 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. Please note Orientation is no longer required.
- Download and complete the required forms for the licensing application packet:

The forms listed in this section are for the entire foster household. **You only need to complete one form for each household.**

- [Family Home Study Application](#)
- [Emergency Evacuation Plan](#)
- [Financial Worksheet](#)

These forms in this section are for **each** prospective foster parent. **Complete one form for each applicant.**

- 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
 - * 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.
 - OR submit the form [Background Check Authorization](#)
- [Applicant Medical Report](#)
- [Tuberculosis \(TB\) Screening](#)
- [Personal Information](#)
- [Vaccination Exemption](#) (if needed)

- Contact Alliance CaRES to get support, guidance and answers to any questions! Visit <https://alliancecares.org/> or email us at alliancecares@uw.edu.
- When you are ready send complete licensing applications to your regional Licensing Division team.

Regional Contacts

- 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

What region am I in?

[DCYF Regional Map](#)

Other Informational resources regarding licensing:

- [Foster Care Licensing for Kinship Caregivers](#)
- [Kinship Care: Relative and Suitable Other Placement](#)
- [Grandparents and Relatives - Do you know about the services and supports for you and children in your care? - DSHS Publication](#)