

## Becoming a Registered Childminder

A step by step guide to the application process to becoming a registered Childminder in  
Nottinghamshire

<b>Before you apply to Ofsted you must:</b>	
Complete your introductory training and develop a good understanding of the Early Years Foundation Stage (EYFS) and the requirements of the Childcare Register	
Attend a Paediatric First Aid course before your registration visit	
Apply for Disclosure & Barring Service (DBS) checks online via the Ofsted DBS Application Portal. This includes everyone over the age of 16 years	
Download the Health Declaration Booklet 080020 via the Ofsted website and take this to your GP for completion then post to Ofsted. Keep your receipt of payment	
You must be ready before applying to Ofsted to become a Childminder	
<b>How to apply to Ofsted:</b>	
To make an application to become a registered Childminder you must first apply for a Government Gateway Account via Ofsted online.	
Once you have logged in to Ofsted online, you will be able to complete the required forms to make a formal application to Ofsted to become a Childminder. Forms EYC are completed by you, and forms EY2 by others over the age of 16 years	
<b>Ofsted will only process your application when:</b>	
You have completed the application form and sent them to Ofsted	
Ofsted have received the EYC, EY2 deceleration and consent forms, DBS certificate number and confirmation of registration with DBS from everyone named in your application	
You have paid the application fee	
You have completed your Paediatric First Aid course and Introductory training, or have told Ofsted the dates when you will have done this	
<b>During the process of registration:</b>	
Ofsted will carry out a registration visit	
You will receive notification of intention to register from Ofsted	
Apply for Childminder insurance. PACEY offer membership, insurance, and tools of the trade all in one package. It is advantageous to have these available at your registration visit. Details of membership can be found at: <a href="http://www.pacey.org.uk">www.pacey.org.uk</a> , or by telephoning: 0845 880 0044	
Ofsted will complete the process of registration within 12 weeks	
In certain circumstances Ofsted will close an application if you cannot provide the required information within eight weeks	