How to Register as an Out of State, Tribal or Military Provider

Child Care Assistance Provider
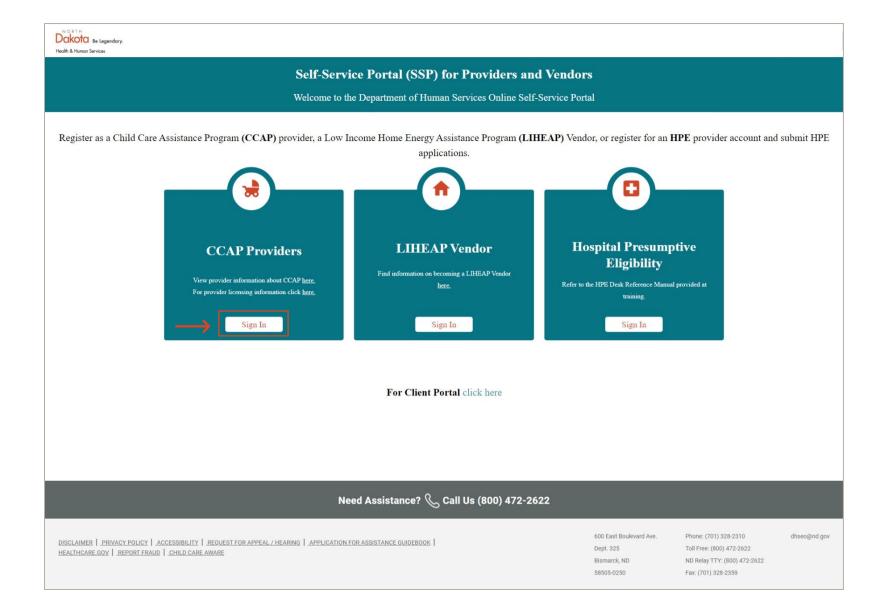
Before getting started:

Be prepared to fully finish the registration process as the system will not save your place.
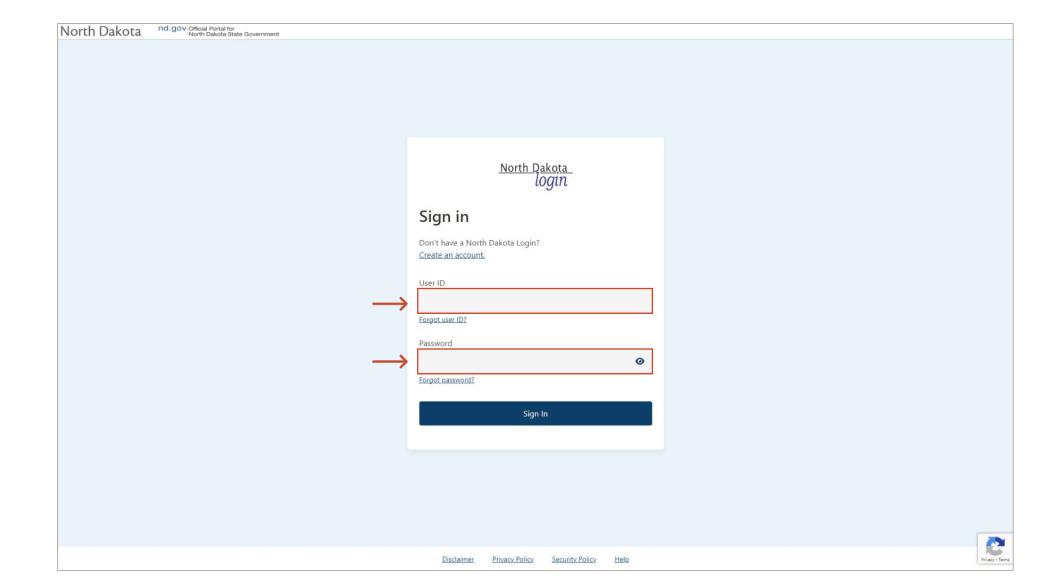This should take about 10 minutes.

If a W9 and current provider license are not already on file, you will be prompted to upload them.

- Go to https://dhsprovider.dhs.nd.gov/
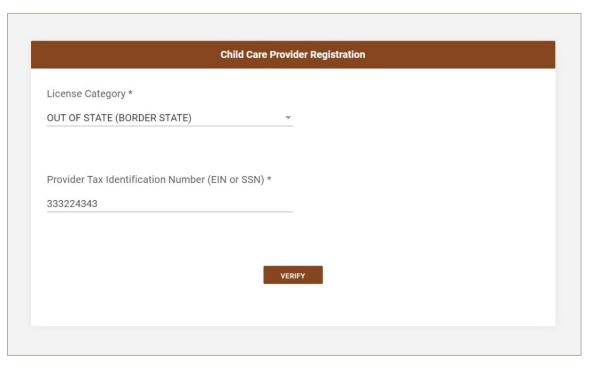- Under CCAP Providers, click "Sign In."

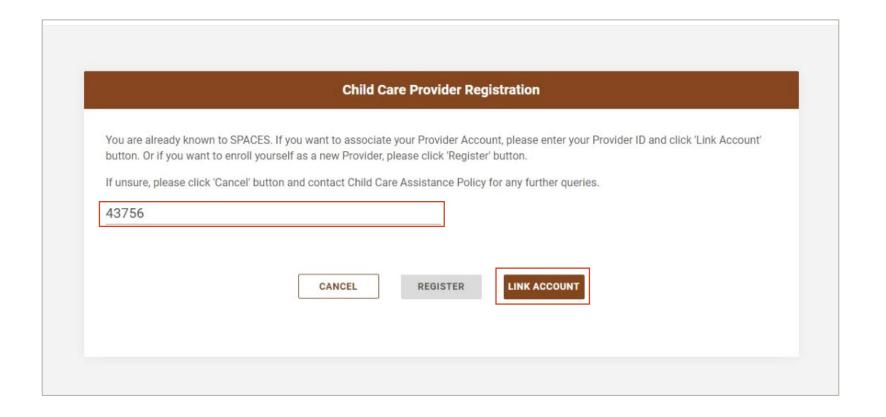- Enter the login credentials for your North Dakota login account.

- Click the drop-down box and select the license category that applies to you.
- Once you've selected your license type, enter your Provider Tax Identification Number.
- Click verify.

Child Care Provider Registration

License Category *

SELECT

IN STATE

MILITARY

OUT OF STATE (BORDER STATE)

TRIBAL REGISTRATION

APPROVED RELATIVE

Child Care Provider Registration

License Category *

OUT OF STATE (BORDER STATE)

Provider Tax Identification Number (EIN or SSN) *
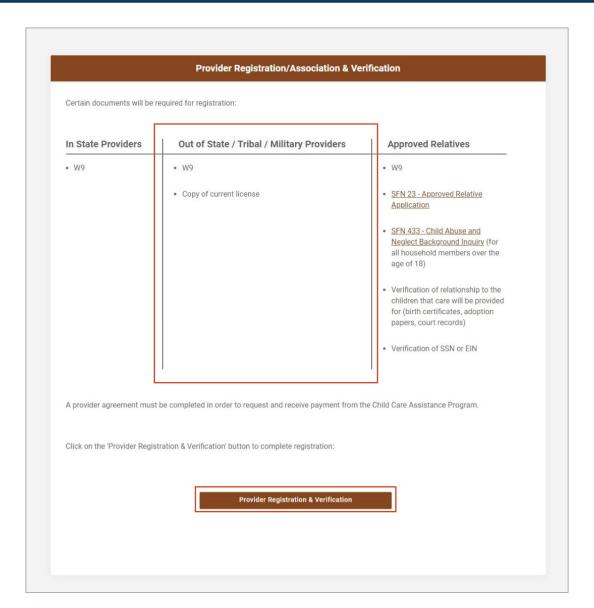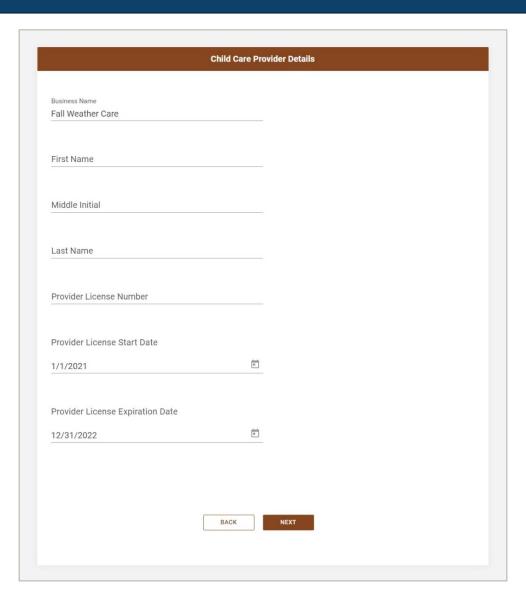
333224343

VERIFY

- If you are known to SPACES you will see this message.

- Enter your SPACES ID then click "Link account."
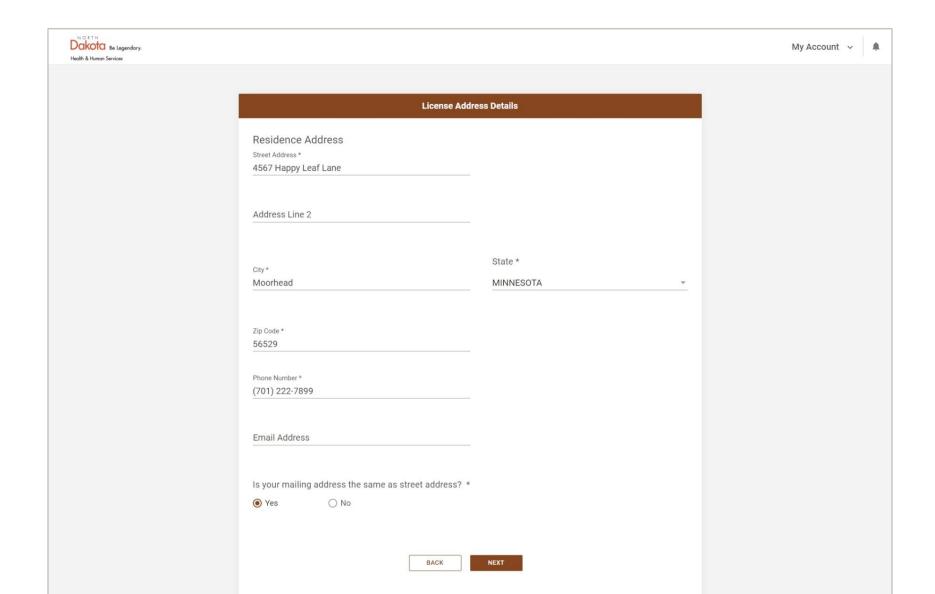 Note: Your SPACES ID can be found on notices you receive from CCAP.

- As an Out of State, Tribal or Military Provider you will need to upload a W9 and a copy of your current provider license.
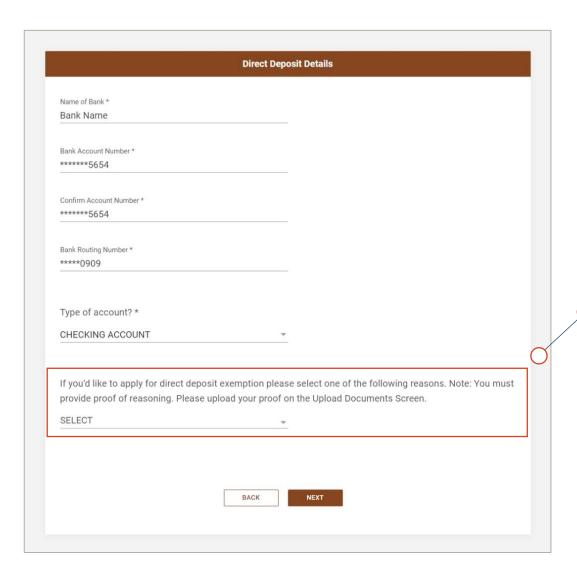- Click "Provider Registration & Verification" to continue.

Provider Registration/Association & Verification

Certain documents will be required for registration:

In State Providers	Out of State / Tribal / Military Providers	Approved Relatives
• W9	• W9	• W9
	• Copy of current license	• SFN 23 - Approved Relative Application
		• SFN 433 - Child Abuse and Neglect Background Inquiry (for all household members over the age of 18)
		• Verification of relationship to the children that care will be provided for (birth certificates, adoption papers, court records)
		• Verification of SSN or EIN

A provider agreement must be completed in order to request and receive payment from the Child Care Assistance Program.

Click on the 'Provider Registration & Verification' button to complete registration:

Provider Registration & Verification

- Verify the information shown. If anything is incorrect you may edit as needed.
- Click "Next."

Child Care Provider Details

Business Name
Fall Weather Care

First Name

Middle Initial

Last Name

Provider License Number

Provider License Start Date
1/1/2021

Provider License Expiration Date
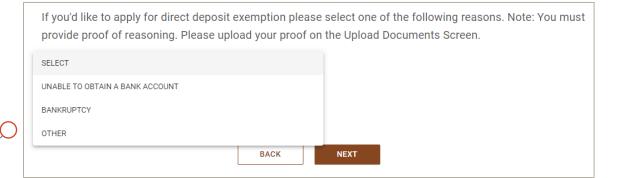12/31/2022

BACK   NEXT

- Verify the information shown is correct, then click "Next."
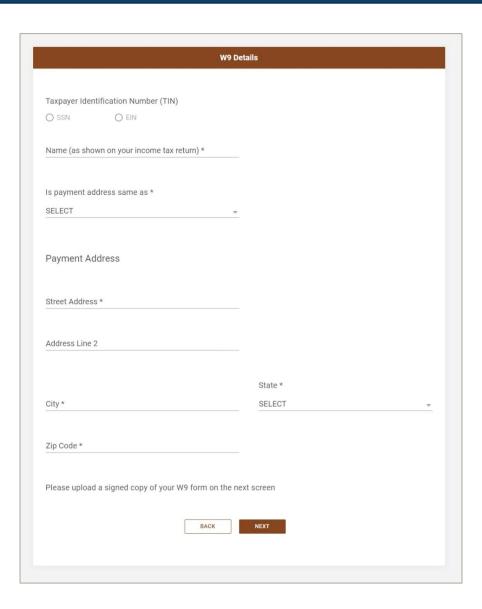- If anything is incorrect you may edit as needed.

- Enter your banking information to enroll for direct deposit.
- If your info is already on file, it will be populated. If you would like to verify the details, click the boxes with *** to display the information.
- If you would like to apply for a direct deposit exemption, click the box for a dropdown menu.

Direct Deposit Details

Name of Bank *
Bank Name

Bank Account Number *
*******5654

Confirm Account Number *
*******5654

Bank Routing Number *
*****0909

Type of account? *
CHECKING ACCOUNT

If you'd like to apply for direct deposit exemption please select one of the following reasons. Note: You must provide proof of reasoning. Please upload your proof on the Upload Documents Screen.

SELECT

BACK   NEXT

If you'd like to apply for direct deposit exemption please select one of the following reasons. Note: You must provide proof of reasoning. Please upload your proof on the Upload Documents Screen.

SELECT

UNABLE TO OBTAIN A BANK ACCOUNT
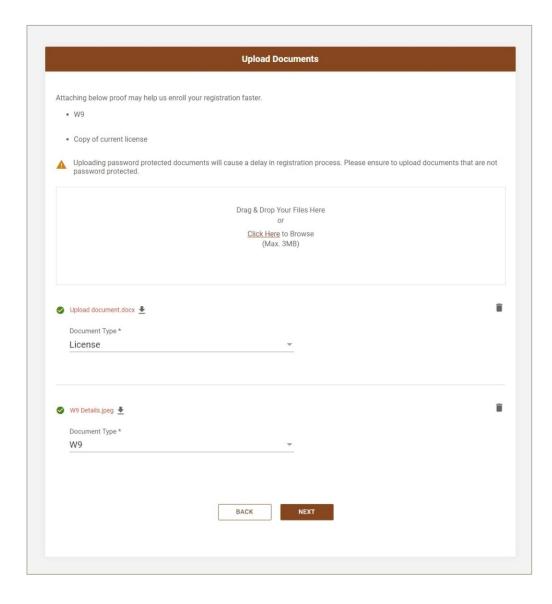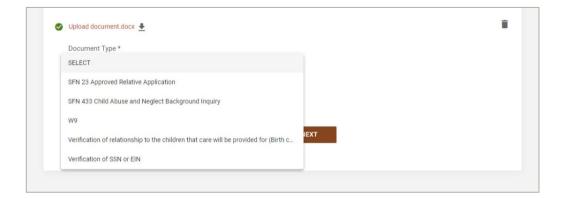
BANKRUPTCY

OTHER

BACK   NEXT

- Enter the details as listed on your W9.
- If details are already on file they will be automatically filled in. Verify or edit if needed, then click "Next."
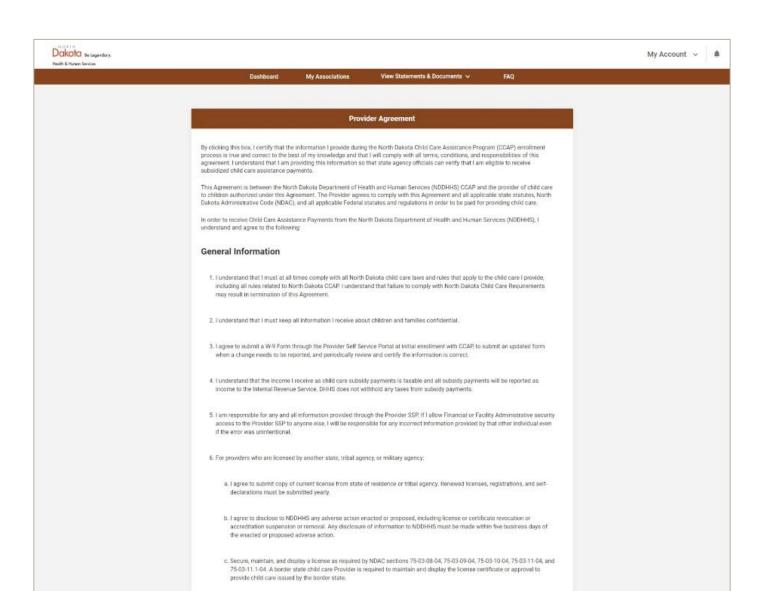
- If documentation is needed, you will be prompted to upload it.

- Use the dropdown to select the doc type for each upload.
- Click "Next" when you have finished uploading documents.

- Read through the provider agreement.
- Click the "I have read and agree" box, then click next to finish the registration process.
- If you would like a copy of the provider agreement, click here.

- You will see a confirmation that you have successfully completed the registration request process.

- Allow 2 business days for approval.

- Check the notifications badge for updates.