

Re-Licensing Checklist

Please provide required documents to your licensing worker

- Re-Licensing Letter with signatures of all licensees
- Children in Home Form (CHF)
- Re-Licensing Survey
- Foster Parent Questionnaire
- Safety Fire Drill Log
- Normalcy training (included in 4 hours of mandatory training)
- LGBTQ training (in addition to 4 hours of mandatory training)
- Training logs or Certificates of training (4 hours for EACH licensee)
*20 hours required for each licensee of Treatment Homes
- Boarder clearance for anyone 18 years and over
- Direct Care Staff clearances
- Proof of service or replacement of fire extinguisher(s)
- Pet Record copies (Rabies required) Due Date: _____
- Current "Certificate of Insurance" or "Evidence of Insurance Form" for Auto and Homeowner/Renter Insurance
- If Law Enforcement forms are included in packet, each licensee must fill out and sign 3 forms
- Fingerprint renewal is due every five (5) years and a reminder letter will be included in packet
- Emergency Disaster Plan
- Mandated Reporter Form

NOT REQUIRED YEARLY – BUT MUST BE CURRENT

- CPR for all licensee's (If required for your initial license) Expiration date: _____
- TB test records (including direct care staff and boarders) Expiration date: _____

Please contact your licensing worker if you have any questions:

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