

CC/CP Initial Application Packet Checklist

Application Received: _____ Application Complete: _____

Reviewed By: _____

- Application
- Licensure fee of \$100.00
- State Fire Marshal approval
- Zoning approval
- Executive Director's Criminal Records Check
- Executive Director's Central Registry Check
- Executive Director's credentials
 - Resume
 - Degree and/or
 - Transcript
- Treatment Director's Criminal Records Check
- Treatment Director's Central Registry Check
 - Resume
 - Degree and/or
 - Transcript
- (CP) Program Director's Name
- (CP) Program Director's Contact Information
- Articles of Incorporation
- Mission statement of purposes, objectives, scope of services provided, and specifying kinds of children to be accepted for care
- Constitution and by-laws
- List of officers, board members and advisory board members including:
 - Addresses
 - Professions
 - Title
 - Term of office
 - 7 board members
- Group Home: Documentation of evidence of publication of a "notice of intent" in an area newspaper, advertising that: A public hearing shall be held if requested by citizens in the community or an appropriate local governmental entity; and information obtained at the hearing shall be made available to the public and the cabinet.