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.