

## Final Certification Application Checklist

**Please note that: incomplete applications will cause a delay in the application process and may result in a return of the application.**

- Policy and Procedures: see Policy Procedure checklist available in the certification resources link.
- Building, Fire and Safety Inspection
- Governing Authority information
- Quality Assurance
- Fiscal information
- Insurance – all current liability insurance policies
- Dietary information- if applicable
- Medication- staff that have access to medication
- Medication Assisted Treatment for the treatment of addiction information or MOU
- Client Orientation Packets
- Program Schedule- group schedule
- Crisis assistance and Intervention information or MOU
- List of all personnel –
- Agency Brochure- list all services provided with description of services.
- Table of Organization- include each person filling each position, lines of supervision, include vacancies
- List of all Personnel- full time, part time, volunteers, administrative, practicum/ intern students, contracted staff, maintenance
- If staff is assigned to more than one program identify the percentage of time in each program.
- Note designee trained to initiate Civil involuntary detention (if applies)
- A list of current sites- program name, physical address, services offered, contact person, hours of operation, telephone and fax number
- Signed Acknowledgement Statement
- Licensing, Certifying or Accrediting Body reports and verification of current status.
- Explanation of the components/programs in your agency that you are not requesting certification.
- Explanation if any person listed on the application has been convicted of a felony. Send DMH EXCEPTIONS LETTER with application.

**An agency personnel should insure that you have all documents accompany the application and sign below. It is recommended that a second person review the checklist to make sure all documents are attached.**

\_\_\_\_\_  
1<sup>st</sup> Signature

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2<sup>nd</sup> Signature