



A Place Called Hope

Foster Care Licensing Process

START PROCESS

(Submit the following documents to APCH)

DCYF Application

APCH Application

Background check form, Release of Information, and Out of State Address History CAN Forms

Copy of current driver's license (Applicants and other home occupants 16 years and older)

ACTIONS

Fingerprints (18 and older) an email will be sent with control number and instructions.

Orientation class (required for all applicants)

Caregiver Core Training (recommended for all applicants, required for primary applicant)

CPR/1st Aide/BBP-HIV certification (all adults in home)(Available free to applicants from keepthebeatcpr.org)

Complete Autobiography

Complete and sign Policy Agreements

Complete and sign Safety & Emergency Plan

Meet home requirements for inspection

Schedule Home Study interviews and inspection (minimum of three licensing visits)

TB test (for all home occupants over the age of 18. Test must be current, not more than a year old)

Medical evaluation (All applicants)

Whooping Cough & current Influenza Vaccinations (all home occupants if licensing for child under age 2 years)

Applicants complete the following trainings: (links to these trainings are available on the APCH website)

- PURPLE Cry/Don't Shake training (if licensing for child under age 2 years)
- Working with Children Who Display Physically Aggressive Behaviors
- Working with Children Who Display Sexually Aggressive Behaviors
- Medication Management
- Mandatory reporter

PROVIDE DOCUMENTATION

Safety and Emergency Plan

Policy Agreements

TB tests done (within last year)

Applicant Medical Report

Children's immunization records (if applicable)

Copy of Orientation Certificate

Copy of Caregiver Core Training certificate

Copy of 1st Aid/CPR/BBP-HIV certificate

Copy of Driver's License (or other government issued picture ID)

Proof of Car Insurance (Minimum of \$300,000 bodily injury/100,000 property damage)

Proof of pet Vaccinations and Licenses

Well Test (if not on public water system)

Septic System cleaning or certification (if not on public sewer system)

Family Financial Report (with income verification)

Marital History Report (If applicable marriage and divorce documents)

*All required forms are available @ <http://www.aplacecalledhope.us> in both MS Word & PDF formats