

Weekly Planning for Licensing Requirements

Week #1

- Schedule Fingerprinting appointment
- Complete Licensing application & references, Disaster Plan.
- Sign Statement of understanding, Release of info, Discipline policy, Disclosure.
- Do you have more than 10 people in your home? Let your In-Home Worker know!!
- Any paperwork regarding Criminal Record?
- Complete Meeting #1

Week #2

- Schedule Flu Shot & TDAP (If a child is younger than 1)
- Schedule CPR Course
- Schedule Car Seat Class (If kids are younger than 6 years or 60 Lbs.
- Schedule TB Test
- Schedule Physical
- Complete Fingerprinting in Class if still needed.
- Complete Meeting # 2

Week #3

- Complete Online QPI video Emergency Preparedness
- Complete Online QPI video Normalcy
- Finish collecting documents on checklist
- Complete Floor Plan
- Complete Meeting #3

Week #4

- Did you complete all the trainings?
- Complete Online QPI video LGBTQ 101
- Complete Online QPI video Water Safety Training (If needed)
- Talk to In-home worker about what items are still missing
- Complete Meeting #4

Week #5

- Turn in proof of Kinship Training
- Did you turn in all required personal documents from checklist?
- Check in with your In-Home Worker to set a final list of outstanding tasks.
- Complete Meeting #5