

# VENDORIZATION / LICENSING PROCESS

## FAR NORTHERN REGIONAL CENTER

**Residential Inquiry:** Contact RDQAS in either Redding (222-4791) or Chico (895-8633) office

**Complete Inquiry Form:** Return to RDQAS

**Complete Prerequisites for attending Orientation:** DSP #1, DSP #2, Administrator's certificate, required months of experience

**Complete Orientation:** held at least twice per year. Cost is \$100.00

Submit **Residential Proposal**

Community Services **review of Residential Proposal**

**Preliminary facility evaluation** visit

Submit **Program Design** designating level of service (allow 45 days for FNRC review)

Community Services approval of **Program Design**

Complete papers for **vendorization** including copy of license and orientation certificate of completion. Cost to process vendor application is \$100.00.

## COMMUNITY CARE LICENSING

895-5033 (Chico)

### Three components of Licensing:

#### 1. Orientation—general meeting, submit letter of intention

ARF Administrator Certificate  
35 hours

RCFE Administrator Certificate  
40 hours

Group Home Administrator Certificate  
40 hours

Administrator Certificate not required for Small Family Homes or Foster Care Homes

#### 2. Licensing Program Analyst (LPA) reviews application with licensees – face-to-face office visit

Submit completed license application, including fingerprints

Fire clearance completed  
Fingerprint clearance completed  
Clearance from Planning Department

#### 3. On-site visit by LPA

Final licensing visit by LPA

License issued