

CSA & CIE Initial Licensure File Checklist



- Application for Licensure
- Physical Environment Checklist
- Home study (summary and recommendations, reviewed and signed by licensing counselor, supervisor and family)
- CSA Endorsement of Home
- Affidavit of Good Moral Character
- Addendum to Affidavit of Good Moral Character
- Employment History Check
- Personal References (3)
- Adult Child References if applicable
- School/Childcare References if applicable
- Confidentiality Statement (CF-FSP 5087)
- Partnership Plan
- Discipline Policy
- Firearm Safety Affidavit
- Proof of Liability Insurance on All Vehicles
- Fire Extinguisher Tag/proof that Fire Extinguisher was inspected
- Level 2/5 Affidavit
- Verification of Income
- Medical Screening Form (if applicable)
- Any Other Documentation of Medical History (if applicable)
- Home Health Inspection
- Radon Test Administration (Osceola & Seminole)
- Floor Plan of Home with Evacuation Route
- Disaster/Evacuation Plan
- Photos of the Home - labeled with room and date taken (family, pets, front of home, back of home, all rooms including bedrooms, bathrooms & kitchen, inside of garage, back yard, laundry room and any other rooms in the home)
- Documentation of All Home Visits Entered in FSFN
- Back-Up Caregiver Demographic Form
- Back-Up Caregiver Auto Insurance

CSA & CIE Initial Licensure File Checklist



- Back-Up Caregiver Driver's License
- CPA request
- Home study (summary and recommendations, reviewed and signed by licensing counselor, supervisor and family)
- Local Background Checks (County & City)
- Calls for Service
- Clearinghouse Results (fingerprint clearance)
- FDLE if applicable
- FSFN Results (Name/DOB & SSN Only)
- Out of State Abuse Checks if applicable
- Civil Court Checks
- Sexual Offender Registry Check
- Documentation and Recommendation if Previously Licensed
- DMV Clearance
- Testing for Radon Gas Report (Osceola & Seminole)
- Water Safety Course Certificate – From Trainers
- PRIDE Training Certificate – From Trainers
- Psychotropic Meds Training Certificate – From Trainers
- HIPAA Training Certificate – From Trainers
- Biographical Profile – From Trainers
- PRIDE Homework – From Trainers
- Life Story – From Trainers
- Valid Driver's License – From Trainers
- Release of Information Form (CF-FSP 5090) – From Trainers
- Abuse Registry Form – From Trainers
- Documentation of All Home Visits – Pulled from FSFN
- Back-Up Caregiver Background Screen