Residential Care Home Renewal Application Checklist

Additional forms can be obtained on the Department's website at: [http://hfs.health.ok.gov](http://hfs.health.ok.gov).

- Submit the $50.00 application fee. Applications are not considered filed until the fee is received. Make checks payable to the Oklahoma State Department of Health or OSDH.

- Review and complete the preprinted ODH Form 728, License Application for Resident Care Facility License. All parties to the owner (person or entity who stands to profit or lose as a result of the financial success or failure of operation) must complete page 2 of ODH Form 728.
  - Make corrections to all pre-filled information that is not accurate or complete.
  - The person or entity responsible for providing resident care is considered the applicant and must sign all forms. Generally, the signature of a shareholder, partner, member, trustee or officer of the applicant entity is acceptable for the application form. The signature of an employee of the applicant is not sufficient.

- Submit a copy of the Administrator's current certificate, or license, and continuing education certificates.

- For your reference, the Owner Information sheet included with your application summarizes the ownership information as it currently appears in the Department's database. If there has been a change on the information provided or it is incorrect, submit the ODH 953-B, Disclosure Statement of Owner, Lessee and Manager for a Long-Term Care Facility; 953-C, Detail Attachment to the Disclosure Statement.

- Submit ODH Form 953-E, Staffing Projection and Professional Certification for a Nursing or Long-term Care Facility, items 1 & 2, and certification on page 2.

- Submit a copy of the facility’s agreements with physician, registered nurse, registered dietitian and registered pharmacist as required annually.

- Submit copy of all agreements with the professional consultants utilized by the home.

- Submit copy of licensed plumber or building inspection report.

- Submit copy of electrician or municipal inspector’s report.

- Submit State Fire Marshal inspection or their designee’s report for the most recent annual inspection for homes with more than six (6) beds.

- Is the applicant (licensee) in good standing with the Secretary of State?

- Have all forms requesting notarization been notarized?