



APPLICATION DOCUMENTS FOR
EMPLOYMENT AGENCY TO PROVIDE NONMEDICAL SVCS (PCE)
 INITIAL/CHOW APPLICATION

FACILITY NAME _____

DATE RECEIVED	DOCUMENT	REFERENCE
	APPLICATION FORM	NRS 449.040
	FEE OF \$1400	NAC 449.050
	BILL OF SALE (for CHOW only)	NAC 449.011(4)(e) NRS 449.040(10)
	EVIDENCE OF ZONING APPROVAL (BUSINESS LICENSE, CONDITIONAL USE VERIFICATION FORM OR SPECIAL USE PERMIT) FROM THE LOCAL CITY OR COUNTY JURISDICTION	NAC 449.204(2)
	CERTIFICATE OF INSURANCE	NRS 449.065
	SURETY BOND (must be ORIGINAL)	NRS 449.065
	LEASE AGREEMENT (if applicable)	NAC 449.011(4)(f)
	PARTNERSHIP AGREEMENT (if applicable)	NAC 449.011(4)(a)(4)
	ARTICLES OF INCORPORATION (for corporations only)	NAC 449.011(4)(g)
	ARTICLES OF ORGANIZATION (for LLC's only)	
	GOVERNING BODY BYLAWS (for corporations only)	NAC 449.011(4)(g)
	OPERATING AGREEMENT (for LLC's only)	
	3 YEAR BUSINESS HISTORY (if less than 3year history, then resume(s) and 3 letters of reference for the applicant(s) including corporate officers)	NAC 449.011(3)
	FINANCIAL STATUS INFORMATION or STATEMENT	NAC 449.011(3)
	RESUME FOR ADMINISTRATOR	NAC 449.3973(1)(3)
	3 LETTERS OF REFERENCE FOR ADMINISTRATOR	NAC 449.011(3)
	HIGH SCHOOL DIPLOMA OR EQUIVALENT FOR ADMINISTRATOR	NAC 449.3973(1)(b)
	PROOF THAT ADMINISTRATOR IS 18 YEARS OLD	NAC 449.3973 (1)(a)
	DRIVERS LICENSE OF APPLICANT- OR EACH MEMBER OF GOV BODY (if applying as an Organization)	NRS 439A.100
	FORM INDICATING COMPLIANCE WITH NRS 449.174 FOR EMPLOYEES AND/OR INDEPENDENT CONTRACTORS	NRS 449.150(1)
	*APPLICANT/ LICENSEE CRIMINAL BACKGROUND CHECK REPORTS FROM THE DEPARTMENT OF PUBLIC SAFETY (DPS) - THIS INCLUDES ALL CORPORATE OFFICERS	NRS 449.122
	*CERTIFICATE OF COMPLIANCE FROM STATE FIRE MARSHALL	NRS 449.150
	IF REQUIRED, DIRECTOR OF DHHS LETTER OF APPROVAL FOR CERTAIN PROJECTS. IN A COUNTY WHOSE POPULATION IS LESS THAN 100,000, OR IN AN INCORPORATED CITY OR TOWN WHOSE POPULATION IS LESS THAN 25,000	NRS 439A.100
	ELDER ABUSE, NEGLECT & EXPLOITATION TRAINING	NRS 449.122
	MANDATORY WEBINAR FOR BACKGROUND CHECK REQUIREMENT	NRS 449.123

FIRE MARSHAL REQUEST SENT: _____

DATE NOTIFIED CONCERNING MISSING DOCUMENTS _____ VIA: MEETING MAIL EMAIL
 Rev. 2019

CLICS # _____ ENTERED INTO ACO: <input type="checkbox"/> TRACKER: <input type="checkbox"/>
--

