

# Department of Human Services Information Bulletin

**To:** Agency Providers, Distribution  
**From:** Kathy Patrick, Director Office of Licensing  
**Date:** 12/6/21  
**Subject:** **Qualifications for Application for Licensure**

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## **Background**

The Department of Human Services and the Division of Developmental Disabilities have determined that the qualifications for application for licensure contained in N.J.A.C. 10:44A, Standards for Community Residences for Individuals with Developmental Disabilities require updating under the current Fee-for-Service model for service provision, and put forth the following strengthened requirements for the agency head/Executive Director.

## **Guidelines**

1. When the executive director (agency head) is not the owner or licensee, the owner(s) or licensee shall also comply with a criminal history background check.
2. The application for licensure as an operator of a group home or supervised apartment program shall include, but not be limited to, the following:
  - Documentation of agency history of service provision to individuals with developmental disabilities for a minimum of 24 months, including survey or audit results and plans of correction;
  - A record of penalties or fines assessed against the program(s) and its ownership relative to the operation of the program(s) by any national, state, county or local agency or court of competent jurisdiction which may reasonably be considered relevant to the safety of individuals in a program and the community in which it is located.
  - An independent examination of the organization's financial status, obtained from a certified public accountant, for the two most recent fiscal years, with the Management Letters.
  - Curriculum vitae for the applicant and executive director.
3. The licensee or the executive director shall have the following qualifications:
  - A Bachelor's Degree;
  - Five years of progressive management experience working with people with developmental disabilities, at least two of which shall have been supervisory in nature at a senior or administrative level; and
  - Knowledge in the design and supervision of programs serving individuals with developmental disabilities, development of staff, and the application of fiscal and qualitative standards.
4. If all required elements are not received within 45 days of the initial submission the application may be denied, and the applicant shall be prohibited from re-applying for six months. After the six-month period has elapsed, the applicant may submit to the Division a new application for licensure.
5. Falsification of any information during the application process shall be sufficient cause to deny the application.