



FACILITY ACCREDITATION RENEWAL APPLICATION

FAQs

What additional documentation needs to be submitted with my online application?

- All professional staff non-ABC certifications and licenses (if applicable)
- Legal documentation of ownership (e.g. Articles of Incorporation, IRS tax form)
- Certificate of Occupancy/Business Permit
- Policy & Procedure Manual
- Employee Manual
- Mission Statement

What do you mean by my Policy and Procedure Manual? Do you want the entire thing?

Yes. You can upload your P&P manual in smaller sections if that is easier.

Our Employee Manual/Mission Statement is included within our Policy and Procedure Manual. Do we need to upload it separately?

No. You only need to upload your Policy and Procedure Manual if those items are already included.

We don't have a Certificate of Occupancy. What do we do?

We are looking for a legal document issued by your county, parish or city/town that shows your facility is registered as a legal business. Different localities may have different ways to show this. This may include a Business Permit/License/Registration, Sales/Tax Certificate, Occupancy Permit, etc. Usually this is a document that your local government requires you to post on the wall.

I already submitted some of these to ABC on a previous application. Do I need to submit them again?

Yes. You need to submit these documents with every application so that your surveyor has access to the most current versions.

I only have these documents in paper format. What do I do?

You can upload paper documents using a scanner, either separate or built in with many printers. If you do not have a scanner, you can take your documents to an office supply store such as Staples or Office Depot where they can quickly scan your documents to a USB drive or CD.

Remember, uploading documents with your online application is a requirement for ALL facilities. There are no exemptions.

We have and will continue to communicate this requirement in all our renewal application reminder emails. This requirement benefits everyone, especially facility management. You are already required to review and update your P&P manuals every year. Having these documents in electronic format only makes accessing them quicker, updates are easier and faster and it allows you to easily create backups in case of an emergency.