

Hawai'i Council of Private Schools



# Standards and Procedures for the Licensing of Hawai'i Private Schools

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2018

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# Standards and Procedures for the Licensing of Hawai'i Private Schools

## *Introduction*

Congratulations on your school's decision to begin steps toward licensure by the Hawai'i Council of Private Schools, LLC (HCPS). HCPS is a subsidiary of the Hawai'i Association of Independent Schools (HAIS). The HCPS Board is composed of school leaders from private schools on several islands.

It is the purpose of the Hawai'i Council of Private Schools:

1. To license Hawai'i private schools, as defined in Act 188 of June 15, 1995, ch. 188, 1995 Haw. Sess. Laws 356 ("Act 188"), offering kindergarten through grade 12 and meeting the standards established by the Council;
2. To carry out the intent of the Hawai'i Legislature in enacting Act 188 and to assist HAIS by serving as a liaison between private schools in Hawai'i and the Hawai'i State Legislature—as well as the Hawai'i Departments of Education, Health, and Transportation—on issues of private school standards and accountability;
3. To assist private schools licensed by the Council when so requested by such schools by providing documentation of licensure and of the standards that the school has satisfied to obtain such licensure to high schools, colleges, universities, and other educational institutions to which the licensed school seeks admittance for its students; and
4. To transact any other lawful activities as directed by HAIS as its sole member.

The following standards have been developed to ensure the integrity of private schools and the need for private schools to be reasonably accountable to the families and students in these schools and to the general public. These standards apply to all approved private schools for the purpose of providing a license for a school to operate.

### ***Conditions of Eligibility for the HCPS License***

To be awarded a Hawai'i private school license from the HCPS, a school must meet all of the following nine criteria:

1. Have developed and published a clear statement of purpose.
2. Have an organization, structure, course offerings, and staffing acceptable for the school's stage of development.
3. Have a properly functioning governing board.
4. Have employed a chief executive officer or equivalent position.
5. Offer instruction in all subject areas required by applicable law and have a written instructional program.
6. Have developed an adequate financial base to give reasonable assurance of continuing financial stability.
7. Have an admissions policy compatible with its stated objectives.
8. Have the facilities to adequately support the educational program.
9. Have developed a plan to ensure the safety of students, faculty and staff.
10. Have a minimum enrollment of 14 students.

## PROCEDURES FOR LICENSING APPROVAL

### NON-ACCREDITED SCHOOL: NEW LICENSE

If your school is not accredited and seeking an HCPS license for the first time, the following procedures apply:

1. Complete the application for licensure.
2. Mail the application and \$750 check made payable to the Hawai'i Association of Independent Schools.

Mailing address: 200 N. Vineyard Blvd. Suite #401  
Honolulu, HI 96817

**NOTE: If you are a Licensed Member of HAIS, the license fee is included in membership fees.**

3. Once payment is received, HCPS will create an electronic Dropbox into which all required documents should be scanned. HCPS will send information about the Dropbox to the contact person indicated on the application.
4. A licensing visit by HCPS is scheduled after all documents have been received and reviewed by the Council. The duration of the visit is usually between 2 - 3 hours. The visiting committee will tour the facilities, observe classroom instruction, and meet with the school director, head, or principal.
5. The visiting committee completes and submits a written report to the HCPS Council for review, discussion, and determination of licensure status and term. HCPS will inform the school of its licensure status and term.
6. A certificate of license is mailed to the school.

### **Denial of Licensure**

A school may be denied licensing based on compelling evidence that the school is unable to address identified areas in need of strengthening, especially in areas of student safety, program, governance, finance, or management. A letter is sent to the school explaining the reasons for not awarding a license.

## NON-ACCREDITED SCHOOL: LICENSE RENEWAL

If your school is a non-accredited school seeking to **renew** your HCPS license, the following procedures apply:

1. Complete the application for licensure.
2. Mail the application and \$750 check made payable to the Hawai'i Association of Independent Schools.

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Honolulu, HI 96817

**NOTE: If you are a Licensed Member of HAIS, the license fee is included in membership fees.**

3. Once payment is received, HCPS will create an electronic Dropbox into which all required documents should be scanned. HCPS will send information about the Dropbox to the contact person indicated on the application.
4. A re-licensing visit by HCPS staff is scheduled after all documents have been received and reviewed by the Council. The duration of the visit is usually between 2 - 3 hours. The visiting committee will tour the facilities, observe classroom instruction, and meet with the school director, head, or principal.
5. The visiting committee completes and submits a written report to the HCPS Council for review, discussion, and determination of licensure status and term. HCPS will inform the school of its licensure status and term.
6. A certificate of license is mailed to the school.

### **Denial of Licensure**

A school may be denied licensing based on compelling evidence that the school is unable to address identified areas in need of strengthening, especially in areas of student safety, program, governance, finance, or management. A letter is sent to the school explaining the reasons for not awarding a license.

## LICENSING TERMS FOR NON-ACCREDITED SCHOOLS

### Three-Year Term

A school is awarded a three-year term of licensing based upon clear evidence that the school has effectively met all conditions of eligibility.

### One-Year Term

A term of one year indicates that prompt attention must be given to the major recommendations and critical areas, otherwise a one-year term is determined based upon compelling evidence that the school needs strong additional support, feedback and encouragement in addressing identified areas of need, especially in student achievement and program, governance, finance, and management.

**NOTE:** a term of one year may be given to a new or newly licensed school.

## LICENSING PROCEDURES FOR ACCREDITED SCHOOLS

***IF YOU ARE AN HAIS-ACCREDITED SCHOOL, PLEASE SEE THE HAIS ACCREDITED SCHOOLS LICENSING PROCEDURES SECTION BELOW.***

Schools receiving an accreditation term from an HCPS recognized accrediting body may also receive a term of licensure that aligns with their accreditation term. The following accreditation bodies are currently recognized by HCPS:

- American Association of Christian Schools (AACCS)
- Association of Christian Schools International (ACSI)
- American Montessori Society (AMS)
- Association of Waldorf Schools of North America (AWSNA)
- North American Division Commission on Accreditation - Seventh Day Adventist accreditation association (NADCA)
- National Association for the Education of Young Children (NAEYC)
- National Lutheran School Association (NLSA)
- Western Association of Independent Schools (WASC)
- Western Catholic Education Association (WCEA)

Schools accredited by non-recognized accrediting agencies (not listed above) will follow the procedures outlined for Non-Accredited Schools (see page 4 or 5).

## LICENSING PROCEDURE FOR SCHOOLS RECEIVING ACCREDITATION FROM A RECOGNIZED ACCREDITING BODY

If your school is accredited by a recognized accrediting body, the following procedures apply:

1. Complete the application for licensure at least 8 months prior to your scheduled accreditation visit.
2. Mail the application and \$750 check made payable to the Hawai'i Association of Independent Schools.

Mailing address: 200 N. Vineyard Blvd. Suite #401  
Honolulu, HI 96817

**NOTE: If you are a Licensed Member of HAIS, the license fee is included in membership fees.**

3. The HCPS staff will then contact the school and provide the HCPS Standards and Procedures for Licensing Handbook as well as the Licensing Checklist.
4. Once payment is received, HCPS will create an electronic Dropbox into which all required documents should be scanned. HCPS will send information about the Dropbox to the contact person indicated on the application.
5. A licensing visit by HCPS Council is scheduled after all documents have been received and reviewed. The duration of the visit is usually between 2 - 3 hours. The visiting committee will tour the facilities, observe classroom instruction, and meet with the school director, head, or principal.
6. Upon review, discussion, and approval by the HCPS Council, a licensure term will be granted that aligns with that of the school's accreditation term. HCPS will inform the school about approval and term of licensure. For schools who receive a probationary accreditation, the term of the license may or may not align with the term of accreditation.



## HAIS ACCREDITED SCHOOLS: LICENSING PROCEDURES

For schools accredited by HAIS, the licensing visit will correspond with the accreditation visit.

1. Submit all licensing checklist materials to the Dropbox provided by the HAIS staff when the accreditation visit is established. All documents must be received prior to the accreditation pre-visit.
2. HCPS Council will review all uploaded documents PRIOR to the accreditation pre-visit.
3. Any final documentation that needs to be provided that is not available during the pre-visit MUST be uploaded PRIOR to the accreditation visit.
4. Upon verification that all criteria has been met, the HCPS Council will approve a license that will likely mirror the accreditation term.
5. A Certificate of Licensure will be sent to the school at the same time as the accreditation letter.

## LICENSING TERMS FOR ACCREDITED SCHOOLS

All schools receiving a licensing term that aligns with their accreditation term are responsible for (1) maintaining and updating all licensing records (*see Appendix* for list of annual required updates) (2) renewing licensing documentation, and (3) initiating visit procedures at the time of their next scheduled accreditation visit.

Some schools will be asked to submit only a written report to the HCPS Council mid-way through their term. This report should explain any updates related to licensing criteria. Schools that have been identified as needing additional support and feedback at the midpoint of their licensing term will be required to have a one-day visit by the HCPS Council. The report on the licensing visit, which includes a summary of the findings, will be reviewed by the HCPS Council.

**Note:** After the one-day, on-site review, the HCPS Council may recommend no additional action, an additional progress report, a shortening of the licensing term, or denial of licensure.

### **Denial of Licensure**

A school may be denied licensing based on compelling evidence that the school is unable to address identified areas in need of strengthening, especially in areas of student safety, program, governance, finance, or management. A letter is sent to the school explaining the reasons for not awarding a license.

## LICENSING TERM GUIDELINES

*Note: All licensing ratings and terms are determined by the HCPS Council.*

A school that merits Effective or Highly Effective in all areas will earn a license term aligned with their accreditation term. Based on the recommendations of the licensing committee, schools receiving a license aligned with their accreditation term may have a mid-term visit.

If a school performance on any criterion is judged to be Somewhat Effective (and there are no areas judged to be Ineffective), the school may earn a shortened term of license or be asked to fulfill additional requirements. Such a determination indicates that the school needs strong additional support, feedback, and encouragement in addressing the area(s) in need of strengthening.

If school performance on any criterion is judged to be Ineffective, the term of licensure may be one to three years. The HCPS Council, based on the recommendation of the visiting committee, will determine what term is appropriate, or whether a school should be denied a license.

## RATING GUIDELINES FOR NON-ACCREDITED AND ACCREDITED SCHOOLS

**Highly Effective:** The results of the school report, supporting documents, and school visit provide evidence that this criterion has impacted to a *high degree* the effectiveness with which the school is meeting the licensing criteria.

**Effective:** The results of the school report, supporting documents, and school visit provide evidence that this criterion has impacted to a *satisfactory level* the effectiveness with which the school is meeting the licensing criteria.

**Somewhat Effective:** The results of the school report, supporting documents, and school visit provide evidence that this criterion had *limited* impact on the effectiveness with which the school is meeting the licensing criteria.

**Ineffective:** The results of the school report, supporting documents, and school visit provide evidence that this criterion has *little or no* impact on the effectiveness with which the school is meeting the licensing criteria.

## LICENSE CERTIFICATE

The HCPS Council will issue a private school license and certificate of licensure to schools who have met the standards and satisfied the financial responsibilities set by the Council.

Schools that have been granted a license by HCPS may use the following phrase in advertising and/or on student transcripts:

*“Licensed by the Hawai‘i Council of Private Schools”*

## LICENSING FEES

### Licensing for Non-Accredited Schools

Fee: \$750

Term: 1-3 years (*note*: \$750 fee is paid once every three years).

### Licensing for Accredited Schools (not accredited by HAIS)

Fee: \$750

Term: The term of license may align with the term of your accreditation.

### Licensing for HAIS-Accredited Schools OR Member Schools

Fee: Covered under HAIS membership

Term: The term of license may align with the term of your accreditation.

## INITIAL LICENSING/RE-LICENSING CRITERIA CHECKLIST

This licensing checklist covers all the criteria for the validation and approval of a private school’s license. The Visiting Committee conducting the school’s on-site visit for the purpose of validation and approval of the Private School License will determine the disposition of each item on the checklist and check the appropriate column.

The issuance of a license will be based on **all** items on the checklist being determined to be “Approved” or “Waived/Not Applicable.” Any item noted as “Incomplete” or “Pending” must be completed and/or corrected within 30 days of the visit, unless a different date is specified by the committee chair, before a license is issued.

Final approval will be recommended by the Visiting Committee to the Hawai‘i Council of Private Schools. The Council will take final action, and approve, defer, or deny the license.

**Please submit each of the following documents listed below:**

- License Fee (see page 11)
- Application for licensure (for new licenses and non-HAIS accredited license renewals)

**I. Criterion: Purpose and Philosophy**

- Mission Statement and/or Statement of Philosophy and Goals  
(if stated in any of the handbooks, state which handbook and page # \_\_\_\_)
- Catalog/Brochure
- Student Handbook
- Parent Handbook

**II. Criterion: Organization**

- Policy regarding employment participation in criminal history record check program
- Roster of faculty and staff /Qualifications/Degrees
- Organizational chart of operation (attach chart)
- Job descriptions
- Employment policies
- Schedule of instruction
- Faculty/Staff handbook

**III. Criterion: Properly Functioning Board**

- Charter from Department of Commerce and Consumer Affairs
- State General Excise Tax License
- Character references of owners if school is privately owned and not incorporated
- If a corporation or partnership, a copy of the Articles & By-Laws
- Board of Directors—names and qualifications
- Does the school have adequate insurance for the following where necessary: (attach copy of insurance policy)
  1. liability                                     \_\_\_ Yes \_\_\_ No
  2. errors and omissions                     \_\_\_ Yes \_\_\_ No     \_\_\_ NA
  3. directors and officers                     \_\_\_ Yes \_\_\_ No     \_\_\_ NA
  4. student accident                         \_\_\_ Yes \_\_\_ No

**IV. Criterion: Chief Administrative Officer**

Describe the Board of Directors relationship and lines of communication with administration/head of school and personnel.

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Principal/Head of School \_\_\_\_ # of years of experience \_\_\_\_ # of years in position

Describe evaluation system/procedure used by the principal in the evaluation of school personnel.

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**V. Criterion: Instructional Plan**

School Hours and Number of School Days

	<u>School Hours</u>	<u>Number of School Days</u>
Preschool	____ a.m. to ____ p.m.	_____ days
Kindergarten	____ a.m. to ____ p.m.	_____ days
Elementary	____ a.m. to ____ p.m.	_____ days
High School	____ a.m. to ____ p.m.	_____ days

Curriculum (by grade level) (if stated in any of the handbooks, state handbook and page # \_\_\_\_)

____ Preschool	____ Grade 4	____ Grade 9
____ Kindergarten	____ Grade 5	____ Grade 10
____ Grade 1	____ Grade 6	____ Grade 11
____ Grade 2	____ Grade 7	____ Grade 12
____ Grade 3	____ Grade 8	

School Calendar

**VI. Criterion: Financial Base**

Tuition and Fees (if stated in any of the handbooks, state handbook and page # \_\_\_\_)

- a. Tuition/Fees
  - b. Student loans/grants/scholarships
  - c. Refund policy
  - d. Other charges (describe) \_\_\_\_\_
- 

Financing of the School

- a. Annual budget report
- b. Statement of projected fiscal operating (budget) for next school year
- c. Balance sheet showing capital assets, reserves and indebtedness

Describe sources of funding

- a. Trust/endowments (if stated in any of the handbooks, state handbook and page #\_\_\_\_)

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- b. Fundraising (if stated in any of the handbooks, state handbook and page #\_\_\_\_)

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**VII. Criterion: Admissions**

- Enrollment Count: (current school year)

_____ Preschool	_____ Grade 4	_____ Grade 9
_____ Kindergarten	_____ Grade 5	_____ Grade 10
_____ Grade 1	_____ Grade 6	_____ Grade 11
_____ Grade 2	_____ Grade 7	_____ Grade 12
_____ Grade 3	_____ Grade 8	_____ TOTAL

Student Records: (enclose sample forms **without** identifying student information)

- a. Enrollment form or contract
- b. Attendance form
- c. Report card form / format
- e. Transcript form
- f. Diploma or Certificate of Graduation
- g. Application for Admission

**VIII. Criterion: Facilities**

- a. Facilities to support program (describe)

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- b. Maintenance of facilities (describe)

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- c. Capital improvement (describe)

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**IX. Criterion: Safety**

Inspection Reports (enclose most recent reports)

- County Building Department Occupancy Certificate
- Fire Department Fire Safety Inspection Report
- Department of Health Sanitation Inspection Report
- Department of Transportation Safety Inspection Report (if applicable)
- Department of Human Services License Certificate (if applicable)

**Accreditation**

- Is the school seeking accreditation status?      \_\_\_Yes \_\_\_No



Accrediting agency to be used:

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If yes, year/date of visit: \_\_\_\_\_

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**I confirm that all applicable items on this checklist are complete.**

**Submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

## *Evaluation of School Effectiveness in Meeting Licensing Criteria*

Visiting Team members will assess the effectiveness with which a school is meeting the licensing criteria, using the factors on the Initial Visit checklist as evidence.

### *Evidence Supporting Effectiveness Rating*

<b>Criterion</b>	<b>Evidence</b>	<b>Rating</b>
Purpose & Philosophy	<ul style="list-style-type: none"> <li>• Clear, written statement of purpose</li> <li>• Purposes identified are appropriate for school size and type</li> <li>• Information available about the school setting</li> </ul>	<input type="checkbox"/> Highly effective <input type="checkbox"/> Effective <input type="checkbox"/> Somewhat effective <input type="checkbox"/> Ineffective
Organization	<ul style="list-style-type: none"> <li>• Qualified staff adequately supervised evident (faculty/staff listing)</li> <li>• Clearly defined positions (job descriptions, organizational chart, etc.)</li> <li>• Written employment policies and schedule of instruction</li> </ul>	<input type="checkbox"/> Highly effective <input type="checkbox"/> Effective <input type="checkbox"/> Somewhat effective <input type="checkbox"/> Ineffective
Properly Functioning Board	<ul style="list-style-type: none"> <li>• Documents and conversations that indicate clear lines of authority</li> <li>• Articles of Incorporation are current</li> <li>• Clear selection process of directors/trustees</li> <li>• Board minutes are kept</li> </ul>	<input type="checkbox"/> Highly effective <input type="checkbox"/> Effective <input type="checkbox"/> Somewhat effective <input type="checkbox"/> Ineffective
Chief Administrative Officer	<ul style="list-style-type: none"> <li>• A designated person in charge of all employees at school</li> <li>• The person in charge who reports to the Board</li> <li>• Board-administrative officer roles are clearly defined</li> </ul>	<input type="checkbox"/> Highly effective <input type="checkbox"/> Effective <input type="checkbox"/> Somewhat effective <input type="checkbox"/> Ineffective
Instructional Plan	<ul style="list-style-type: none"> <li>• A written curriculum appropriate to the school's purposes</li> <li>• Adequate student records kept</li> <li>• Clarity regarding school's ability to accommodate special needs</li> <li>• Observation of classes in session</li> </ul>	<input type="checkbox"/> Highly effective <input type="checkbox"/> Effective <input type="checkbox"/> Somewhat effective <input type="checkbox"/> Ineffective

Financial Base	<ul style="list-style-type: none"> <li>• Annual budget, balance sheet and financial projects with description of cash flow, surpluses, deficits</li> <li>• Development/fundraising program</li> <li>• Tuition and fee statements</li> <li>• Long-term financial plans</li> <li>• Enrollment and enrollment projections</li> </ul>	<input type="checkbox"/> Highly effective <input type="checkbox"/> Effective <input type="checkbox"/> Somewhat effective <input type="checkbox"/> Ineffective
Admissions	<ul style="list-style-type: none"> <li>• Written school policies and procedures for admissions</li> <li>• Policies and procedures consistent with school purposes</li> </ul>	<input type="checkbox"/> Highly effective <input type="checkbox"/> Effective <input type="checkbox"/> Somewhat effective <input type="checkbox"/> Ineffective
Facilities	<ul style="list-style-type: none"> <li>• County/state inspection records</li> <li>• Tour of physical plant indicates adequate facility for purposes and maintenance</li> <li>• Facilities Master Plan (if any)</li> </ul>	<input type="checkbox"/> Highly effective <input type="checkbox"/> Effective <input type="checkbox"/> Somewhat effective <input type="checkbox"/> Ineffective
Safety	<ul style="list-style-type: none"> <li>• Health, Safety, DHS Certificates</li> <li>• Tour of campus to evaluate safety</li> <li>• Emergency response plans in evidence</li> </ul>	<input type="checkbox"/> Highly effective <input type="checkbox"/> Effective <input type="checkbox"/> Somewhat effective <input type="checkbox"/> Ineffective

*Appendix*

The following documents should be updated annually in the Dropbox provided by HCPS over the course of the school’s term of licensure, even in years when a licensing visit is not scheduled.

**I. Criterion: Purpose and Philosophy**

- Parent Handbook

**II. Criterion: Organization**

- Faculty/Staff handbook

**III. Criterion: Properly Functioning Board**

- Board of Directors—names and qualifications
- Does the school have adequate insurance for the following where necessary:  
(attached copy of insurance policy)
  1. liability \_\_\_\_\_Yes \_\_\_\_\_No
  2. errors and omissions \_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_NA
  3. directors and officers \_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_NA
  4. student accident \_\_\_\_\_Yes \_\_\_\_\_No

**VI. Criterion: Financial Base**

Tuition and Fees (if stated in any of the handbooks, state handbook and page # \_\_\_\_)

- a. Tuition/Fees

Financing of the School

- a. Annual budget report
- b. Statement of projected fiscal operating (budget) for next school year
- c. Balance sheet showing capital assets, reserves and indebtedness

**VII. Criterion: Admissions**

- Enrollment Count: (current school year)

_____ Preschool	_____ Grade 4	_____ Grade 9
_____ Kindergarten	_____ Grade 5	_____ Grade 10
_____ Grade 1	_____ Grade 6	_____ Grade 11
_____ Grade 2	_____ Grade 7	_____ Grade 12

\_\_\_\_\_ Grade 3

\_\_\_\_\_ Grade 8

\_\_\_\_\_ TOTAL

**IX. Criterion: Safety**

- Fire Department Fire Safety Inspection Report
- Department of Health Sanitation Inspection Report
- Department of Transportation Safety Inspection Report (if applicable)
- Department of Human Services License Certificate (if applicable)