

1. CPA licensor edits home study to ensure it is a thorough professional document
2. CPA licensor utilizes the "Required Documents 1/31/18" (Memo attached. Needs to be updated; maybe in checklist format) memo to ensure that all the required documents have been obtained and completed as applicable
3. CPA licensor submits completed home study file to CPA supervisor for review
4. CPA supervisor completes a thorough review of home study file utilizing CPA file checklist (attached; may need minor editing for provider purposes)
 - a. CPA supervisor either returns for edits or approves file to be submitted to RL licensor
5. Once home study file is signed off by CPA supervisor; CPA licensor submits to RL licensor for review (include CPA file checklist completed by CPA supervisor)
6. RL licensor utilizes CPA file checklist to review home study file within five working days
 - a. RL licensor prints copy of home study for review
 - b. RL licensor circles grammar and punctuation areas needing edits
 - c. RL licensor references any content areas needing addressed on a separate document
7. If during review, home study is found not to be a thorough professional document, RL licensor returns to CPA licensor, with a Cc to CPA supervisor and RL Program Administrator, indicating that the home study has significant content issues that need to be addressed prior to resubmission.
8. If minimal edits are needed, RL licensor submits home study file to RL supervisor for review (include both CPA supervisor and RL licensor checklists)
9. RL supervisor utilizes CPA file checklist to review home study file within five working days
 - a. RL supervisor circles any additional grammar or punctuation notes if needed
 - b. RL supervisor references any content areas needing addressed on a separate document
10. If no content issues were identified and there were minimal grammar and punctuation issues:
 - a. RL supervisor notifies RL licensor to submit home study license in FamLink for approval
 - b. RL licensor submits home study license to RL supervisor in FamLink with one business day
 - c. RL supervisor approves home study license in FamLink within one business day
 - d. RL licensor notifies CPA licensor, with a Cc to CPA supervisor, indicating that the license has been approved within one business day
11. If content issues were identified and/or significant grammar and/or punctuation issues, RL supervisor provides home study file back to RL licensor to return to CPA for edits
12. RL licensor returns home study file to CPA licensor with a Cc the CPA supervisor
 - a. RL licensor makes contact with CPA licensor within no more than three business days to discuss edits
13. CPA licensor makes needed edits to home study and submits to CPA supervisor to approve edits
14. Once needed edits are made and approved by CPA supervisor, CPA licensor resubmits
15. RL licensor reviews edited file within three business days and submits to supervisor for approval
16. RL supervisor reviews edited file within three business days and issues license