

**PROCEDURE FOR HOME CARE
AIDE ORGANIZATION CERTIFICATION**

1. Applicant submits Certification Package to CAHSAH office.
2. Certification is free for CAHSAH members. If organization is not a CAHSAH member, they must pay a fee based on their net revenue. This fee will be equivalent to CAHSAH dues.
3. The Certification Package will undergo a desk review by CAHSAH Membership staff. If Package is complete and credible, Certification will be issued.
4. If Certification Package is not complete or credible, package will undergo review by CAHSAH Management staff. Management staff will request additional materials, if necessary, from applicant. Applicant will be granted one additional opportunity to submit complete and credible Certification package.
5. Certification will be valid for one year from the date of Certification Issuance.