



# APNA Documents Checklist

To initiate the membership process, the application fee payment and all requested documents must be submitted.

Please email all documents to [admin@theapna.org](mailto:admin@theapna.org).

Documents are acceptable in the following format: WORD, PDF, screenshots, or Google folders (please make setting “to anyone” with the link.)

If you have an online application, you must include full screenshots of the entire application or documents with all questions.

Documents are not accepted via dropbox or pages or links that must be completed.

Your agency's marketing and promotional materials	<input type="checkbox"/>
Proof of the date your agency was founded.	<input type="checkbox"/>
Written agreement form used between your agency and the family/client/employer	<input type="checkbox"/>
Employment application given to all applicants	<input type="checkbox"/>
Family application, if applicable	<input type="checkbox"/>
Written description of your agency's fees and refund/replacement policy	<input type="checkbox"/>
Work agreement supplied by your agency for use by the family/client and caregiver	<input type="checkbox"/>
Copy of any business or agency license required by your state or a letter stating licensing is not required.	<input type="checkbox"/>
Copy of certificate of current professional liability insurance coverage	<input type="checkbox"/>