



Component III Inspection

The last step of the licensing process is an inspection of your facility. After your successful completion on the Component II interview, your Analyst will ask your regional licensing office to contact you to schedule a Component III inspection, also known as a pre-licensing inspection.

Your Analyst will also email you a Pre-Licensing Self-Certification checklist. The checklist is used to help you ensure the furnishings, supplies, and postings required are in place before your pre-licensing inspection occurs.

You can access the ARF and RCFE Pre-Licensing Self-Certification checklists using the following links.

[ARF Pre-Licensing Self-Certification](#)

[RCFE Pre-Licensing Self-Certification](#)

The following postings and documents are required. All are free of charge.

<u>ARF</u>
Emergency exit plans and telephone numbers – You will modify your floor plan to include exits (See a sample here). Emergency telephone numbers are found in your LIC 610D.
Resident Personal Rights (LIC 613).
Facility visiting policy - Print the Visitation Policy from your Part B application, Section B7, on a separate page.
Licensing Complaint Poster PUB 475 (See Something, Say Something).

RCFE

Emergency exit plans and telephone numbers – You will modify your floor plan to include exits (See a sample here). Emergency telephone numbers are found in your LIC 610E.
Facility Theft and Loss Program – Print Section B14 from your Part B application on a separate page.
Licensing Complaint Poster PUB 475 (See Something, Say Something).
Resident Personal Rights (LIC 613C).
Resident Council Rights (PUB 474).

Employer Forms and Links

The following are not required for your pre-licensing inspection but will be useful once you begin operating your business and hiring staff.

Some companies will package forms that are free and want to charge you for them. Per the [Department of Industrial Relations](#) website “**In California, all employers must meet workplace posting obligations. Workplace postings are usually available at no cost from the requiring agency.**” DO NOT PAY for items that are free, but that may be hard to find. Here are links to some forms your facility will need:

[Wage Order 5](#)

[California State and Federal Labor Law Posters 2025](#)

[Cal/OSHA Postings](#)

Some companies also offer all the free labor law postings condensed into a single, large, laminated poster, but the prices vary wildly. We have found them for as little as [\\$13.99](#) simply by Googling [2025 Federal and California Employment Posters](#). If you use a payroll service, such as Paychex or ADP, these posters will typically be mailed to you as part of their service every year.

THIS SUMMARY IS PROVIDED AS A MATTER OF INFORMATION AND EDUCATION ONLY. IT IS NOT INTENDED TO PROVIDE LEGAL ADVICE, LEGAL CONSULTATION, NOR INFORMATION TO ADDRESS SPECIFIC MATTERS YOU MAY CURRENTLY BE ADDRESSING. DO NOT TAKE ACTION IN SPECIFIC CASES WITHOUT FULL KNOWLEDGE OF THE FACTS.