



Part A or Part B Application Completion and Delivery

Basic and Prime Part B Applications will be completed based on your answers to our questionnaire. *Prime Part A Applications* will be mostly completed based on your answers to our questionnaire, and the rest through various Part A Assignments that we will send to you, including instructions and completed samples. Once you have made substantial progress on your Part A Assignments a completion meeting is scheduled. Completion meetings outside San Diego County are conducted over the phone.

The following is an estimate of the time required for the completion meeting for each job:

Part A Review: *Part A Reviews* will take 30-45 minutes. During this time we will review your work and make suggested corrections, explain the attachments and where they are placed, and answer any questions you have regarding the Part A application or license process. *Part A Reviews* can be done in person within 30 miles of our address, or by fax, email, or regular mail for greater distances. If we are delivering a Part B Application to you, your *Part A Review* will be done during that visit.

Basic Part A: *Basic Part A* will take 30-60 minutes. Some of this time includes the emailing, faxing, or mailing of your completed sample forms. Once you have received our samples and completed your work, we will review your Part A Application and make suggested corrections, explain the attachments and where they are placed, and answer any questions you have regarding your Part A application or licensing process.

Prime Part A: *Prime Part A* will take about 60-90 minutes. Prior to the completion meeting we will have prepared most of the application. During the completion meeting we will finish the forms, review your work on the Part A Assignments and make suggested corrections, explain the attachments and where they are placed, and answer any questions you have regarding the application or licensing process.

Basic or Prime Part B: *Basic or Prime Part B* meetings will take about 30 minutes. We will provide you with 1 copy of your Part B Application, either printed or emailed in PDF format, explain the attachments and where they are placed, and provide an overview of the entire packet in preparation for your Component II face-to-face interview at CCLD.

Prime Part A and Part B: *Prime Part A and Basic or Prime Part B* (i.e., bundled) completion meetings will take about 90 - 120 minutes. Prior to the completion meeting we will have prepared most of the application. During the meeting we will finish the Part A forms, review your work on the Part A Assignments and make suggested corrections, explain the attachments and where they are placed, and answer any questions you have regarding the application or license process. We will provide you with 1 copy of your Part A and B applications, either printed or emailed in PDF format, explain the attachments and where they are placed, and provide an overview of the entire packet in preparation for your Component II face-to-face interview at CCLD.

Price: Included

Note: See our [Products & Services Price List](#) and [Policies](#) for full details. You are accountable for knowing the contents of your *Part A and B Applications* and for providing the services therein. To this end, RA Mears Consulting will provide an overview of any documentation provided to you, as needed.

All *Part B Applications* delivered electronically will be in non-modifiable PDF format and *will not* be provided in a modifiable format (e.g., DOC, TXT).

We cannot review any portion of a *Part B Application* that you have prepared yourself. The document is too long and complex, usually taking licensing personnel weeks or months to review. It is more efficient for us to prepare a *Part B Application* using our own templates.

Guarantee: Our products are guaranteed. We will make any changes to our work required by Community Care Licensing Division (CCLD) or Regional Center (RC) without additional charge. This guarantee is for the *initial* CCLD or RC approval. If you resubmit our product at a later date, such as for an additional facility, relocation, etc., please request a price quote to update your product. RA Mears Consulting reserves the right to see written requests for changes from CCLD or the Regional Center.