



## Accreditation/Approval Table of Evidence Licensing and Corporate Structure

### State Licensing 96.30 (a) – (d)

Standard	Evidence to be submitted as a part of Application Part B	Evidence to be submitted and Interviews to be Conducted During Site Visit
<p><b>Mandatory</b></p> <p>96.30 (a) The agency or person is properly licensed or otherwise authorized by State law to provide adoption services in at least one State.</p>	<ul style="list-style-type: none"> <li>• State Licensing and Regulatory Profile</li> <li>• Copies of licenses or other authorization to provide adoption services</li> </ul>	
<p><b>Mandatory</b></p> <p>96.30 (b) The agency or person follows applicable State licensing and regulatory requirements in all jurisdictions in which it provides adoption services.</p>	<ul style="list-style-type: none"> <li>• Executive Verification</li> <li>• Copies of licenses or other authorization to provide adoption services</li> <li>• Copies of licensing review reports</li> </ul>	<p>Interviews with:</p> <ul style="list-style-type: none"> <li>• CEO</li> <li>• Governing Body</li> </ul>
<p><b>Mandatory</b></p> <p>96.30 (c) If it provides adoption services in a State in which it is not itself licensed or authorized to provide such services, the agency or person does so only:</p> <p>(1) Through agencies or persons that are licensed or authorized by State law to provide adoption services in that State and that are exempted providers or acting as supervised providers; or</p> <p>(2) Through public domestic authorities.</p>	<ul style="list-style-type: none"> <li>• Collaborative Relationship Profile</li> <li>• Proof that supervised providers are licensed or authorized by State law to provide adoption services in the provider's State of operation.</li> </ul>	<p>Interviews with:</p> <ul style="list-style-type: none"> <li>• Persons responsible for management agreements</li> <li>• Collaborating providers, as necessary</li> </ul>



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<p><b>Mandatory</b> 96.30 (d) In the case of a person, the individual or for-profit entity is not prohibited by State law from providing adoption services in any State where it is providing adoption services, and does not provide adoption services in foreign countries that prohibit individuals or for-profit entities from providing adoption services.</p>	<ul style="list-style-type: none"> <li>• Executive Verification</li> </ul>	<p>Interviews with:</p> <ul style="list-style-type: none"> <li>• Adoption Service Provider</li> <li>• State Licensing officials or other officials, as necessary</li> </ul>

### **Corporate Structure 96.31 (a) – (b)**

Standard	Evidence to be submitted as a part of Application Part B	Evidence to be submitted and Interviews to be Conducted During Site Visit
<p><b>Mandatory</b> 96.31 (a) The agency qualifies for nonprofit tax treatment under section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or qualifies for nonprofit status under the laws of any State.</p>	<ul style="list-style-type: none"> <li>• Documentation of non-profit status</li> <li>• Articles of Incorporation</li> </ul>	
<p><b>Mandatory</b> 96.31 (b) The person is an individual or is a for-profit entity organized as a corporation, company, association, firm, partnership, society, or joint stock company, or other legal entity under the laws of any State.</p>	<ul style="list-style-type: none"> <li>• Articles of Incorporation or other information to confirm the organizational structure (e.g. tax documents, etc)</li> </ul>	



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### Internal Structure and Oversight 96.32 (a) – (e)

Standard	Evidence to be submitted as a part of Application Part B	Evidence to be submitted and Interviews to be Conducted During Site Visit
<p><b>Critical</b></p> <p>96.32 (a) The agency or person has (or, in the case of an individual, is) a chief executive officer or equivalent official who is qualified by education, adoption service experience, and management credentials to ensure effective use of resources and coordinated delivery of the services provided by the agency or person, and has authority and responsibility for management and oversight of the staff and any supervised providers in carrying out the adoption-related functions of the organization.</p>	<p>CEO and Equivalent Official current resume or Individual Practitioner’s resume CEO and Equivalent Official’s current job description</p>	<p>Interviews with:</p> <ul style="list-style-type: none"> <li>• Governing Body Chair</li> <li>• CEO/Equivalent Official</li> <li>• Employees</li> </ul> <ul style="list-style-type: none"> <li>• Updated resume of CEO provided to Evaluation team on site</li> </ul>
<p><b>Critical</b></p> <p>96.32 (b) The agency or person has a board of directors or a similar governing body that establishes and approves its mission, policies, budget, and programs; provides leadership to secure the resources needed to support its programs; includes one or more individuals with experience in adoption, including but not limited to, adoptees, birth parents, prospective adoptive parent(s), and adoptive parents; and appoints and oversees the performance of its chief executive officer or equivalent official.</p>	<ul style="list-style-type: none"> <li>• Governing Body Profile</li> <li>• Bylaws</li> <li>• Minutes from the last two Governing Body meetings</li> <li>• Bylaws</li> <li>• Governing Body manual</li> <li>• Minutes from Governing Body Meetings</li> <li>• CEO’s Performance Review or other evidence of oversight of the CEO</li> </ul>	<p>Interviews with:</p> <ul style="list-style-type: none"> <li>• Governing Body members, including member(s) with experience in adoption</li> <li>• CEO</li> </ul>



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<p>This standard does not apply where the person is an individual practitioner.</p> <p><b><i>Additional technical guidance provided by the Department of State. – A.1 Conflicts of interest in oversight of CEO by board. 96.32 (b)</i></b></p> <p><b><i>Additional technical guidance provided by the Department of State. – A.2 Policy Governance Model®, oversight by board of directors. 96.32(b)</i></b></p> <p><b><i>Additional technical guidance provided by the Department of State. – A.3 Individual practitioner exemption from 32(b) of board of directors/governing body requirements. 96.32(b)</i></b></p> <p><b><i>Additional technical guidance provided by the Department of State. – A.4 Who can be a board member? 96.32(b)</i></b></p> <p><b><i>Additional technical guidance provided by the Department of State. – A.5 Meaning of “similar governing body” for persons. 96.32(b)</i></b></p> <p><b><i>Additional technical guidance provided by the Department of State. – A.3a Understanding the term individual practitioner and related issues. 96.32(b)</i></b></p>		
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<p><b>Foundational</b></p> <p>96.32 (c) The agency or person keeps permanent records of the meetings and deliberations of its governing body and of its major decisions affecting the delivery of adoption services.</p> <p><i>Additional technical guidance provided by the Department of State. – A.6 Applying governing body recordkeeping provisions to individuals. 96.32(c)</i></p>	<ul style="list-style-type: none"> <li>• Governing Body records (e.g., governing body minutes or other documents)</li> </ul>	<p>Interviews with:</p> <ul style="list-style-type: none"> <li>• Governing Body Chair and other member of the governing body</li> </ul>
<p><b>Critical</b></p> <p>96.32 (d) The agency or person has in place procedures and standards, pursuant to §96.45 and §96.46, for the selection, monitoring, and oversight of supervised providers.</p> <p><i>Additional technical guidance provided by the Department of State. – A.7 Meaning of “oversee” and “monitor”. 96.32(d)</i></p>	<ul style="list-style-type: none"> <li>• Procedures and standards for the selection, monitoring, and oversight of supervised providers.</li> </ul>	<p>Interviews with:</p> <ul style="list-style-type: none"> <li>• Persons responsible for management of supervised providers</li> </ul>



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<p><b>Critical</b></p> <p>96.32 (e) The agency or person discloses to the accrediting entity the following information:</p> <p>(1) Any other names by which the agency or person is or has been known, under either its current or any former form of organization, and the addresses and phone numbers used when such names were used;</p> <p>(2) The name, address, and phone number of each current director, manager, and employee of the agency or person, and, for any such individual who previously served as a director, manager, or employee of another provider of adoption services, the name, address, and phone number of such other provider; and</p> <p>(3) The name, address, and phone number of any entity it uses or intends to use as a supervised provider.</p> <p><i>Additional technical guidance provided by the Department of State. – A.8 Scope of disclosure requirements to include non-adoption employees. 96.32(e)</i></p>	<ul style="list-style-type: none"> <li>• Collaborative Relationships Profile</li> <li>• Employee Profile</li> <li>• Executive Verification</li> </ul>	