

The logo for Empower, featuring the word "EMPOWER" in white, uppercase letters with a white curved line above it.

CHAP Accreditation Preparation Checklist



Use this checklist to ensure you have all the necessary documents and steps completed before applying for CHAP accreditation. Our team would be happy to help you streamline the process and improve your chances of a successful accreditation.

VERIFY

All state and federal licensing, with registration and tax documents in good standing.

PENDING

COMPLETED

ORGANIZE

Financial statements, billing procedures, staffing plan, up-to-date employee records, and training programs.

PENDING

COMPLETED

ESTABLISH

A quality improvement plan, conducting internal audits, incident reporting, and patient safety protocols.

PENDING

COMPLETED

PREPARE

Accurate and compliant patient records, operational logs, and all necessary CHAP survey materials.

PENDING

COMPLETED

SUBMIT

CHAP application form, along with all supporting documents and the application fee.

PENDING

COMPLETED