



Alta California
Regional Center

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LETTER OF INTEREST SUBMISSION CHECKLIST (GENERAL)

Please be sure to gather all documents prior to submitting a letter of interest through the Provider Directory. This will ensure timely processing.

- | | |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Active professional License/Certifications for all proposed staff (please see experience/certification requirements noted on Service Code Breakdown) |
| <input type="checkbox"/> | Current Resume for all professional staff and all board members (if applicable) |
| <input type="checkbox"/> | Curriculum Vitae for all proposed staff (applicable for service codes: 116, 805, 083,605) |
| <input type="checkbox"/> | Program Design/Service Delivery Plan drafted for review (please see link noted in Service Code Breakdown for template and resource training) |
| <input type="checkbox"/> | Organizational Chart |
| <input type="checkbox"/> | Conflict of Interest |
| <input type="checkbox"/> | DS1891 |

Please upload all documents, noted above, to your [Letter of Interest](#) .

If you have any further questions, please reach out to vendorizations@altaregional.org