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We focus on a Prescribed Pediatric Extended Care Center (“PPEC”) but the steps below apply to licensing almost any facility or agency, with the Florida Agency for Health Care Administration (“AHCA”)

The application filing fee is \$1,512.35  
Must have an In-service Training for Staff, Parents and Guardians  
A board certified pediatrician must serve as the medical director for the PPEC  
There are more requirements. These are just a few.

## OPENING AN PRESCRIBED PEDIATRIC EXTENDED CARE CENTER

Planning and opening a PPEC is different from most other businesses. This is because your business planning, in addition to being based on sound business principles, must be done in accordance with the statutory requirements enacted by the Florida Legislature and the rules and regulations set forth by the Agency for Health Care Administration; for details, read Florida Statutes, § 400, Part VI and Florida Administrative Codes, § 58A-13.

For now we recommend the following:

**Step 1: *Business Planning:*** If you are sure you want to open a PPEC, decide immediately if you are going to operate as a sole proprietorship or a corporation (profit, nonprofit, or LLC). If you are planning to use a sole proprietorship, we recommend that you register the PPEC name as a Fictitious Name (DBA) with the Division of Corporation in Tallahassee. If you are planning to use a corporation or LLC, you have to file the appropriate Articles with the Division of Corporations, if you haven’t already done it.

**EVERYONE LISTED AS OWNERS OF 5% OR MORE ON YOUR CORPORATION OR LLC MUST PASS A LEVEL 2 BACKGROUND CHECK. AHCA WILL REJECT YOUR APPLICATION IF AN OWNER FAILS THE LEVEL 2 BACKGROUND CHECK.**

**Step 2: *Renting:*** If you are *renting* a Property to open the PPEC, tell the Landlord to state explicitly in the Lease that “Landlord grants Tenant permission to use the Property to license and operate a Prescribed Pediatric Extended Care Center.” If the Landlord is NOT willing to approve your PPEC, DO NOT SIGN THE LEASE. Look for another property. If you are going to sign the Lease, rent the Property in the business name.

Make sure the Landlord gives you a copy of the floor plan of the leased space with the Lease. You might need it for AHCA.

**Step 3:** ***Buying A Property:*** If you are ***buying*** a property to open the PPEC, add a provision to the Contract (Agreement for Purchase and Sale of Real Property) that “the transaction is contingent upon Buyer receiving approval from the local Building & Zoning Department to license and operate an Prescribed Pediatric Extended Care Center. Therefore, Buyer will have the right to cancel the transaction and receive a full refund if the local Building & Zoning Department denies Buyer’s request for approval to license and operate a Prescribed Pediatric Extended Care Center.” THE REASON FOR THIS SHOULD BE OBVIOUS. YOU MIGHT NOT WANT TO CLOSE IF YOU CAN’T OPEN YOUR PPEC.

Buy the Property in your name or another business name, and then lease it to your PPEC. There is a good reason for this. Keep your assets separate unless you are seeking a small business loan to get started.

**Step 4:** ***Zoning Approval:*** You must get approval from the local Building & Zoning Department of the municipality (city, town, or village) giving you permission to license and operate an PPEC at the address where you would like to open it and for the number of participants you can have at the location. The capacity is usually determined by the Fire Marshal.

Get the zoning approval in writing from the appropriate department for the area where the PPEC will be located. Each municipality will use its own approval form.

Have the Zoning Approval issued in the name of the PPEC.

The local Building & Zoning Department will charge a fee.

**Step 5:** ***Property Requirements:*** The local Building & Zoning Department might tell you some of the renovations that you have to make to provide accommodations for the elderly and handicapped. These are called ADA requirements. However, most importantly, call the Fire Department to do an inspection and give you a report of what renovations you have to make for them to give you approval for the number of participants indicated on your Zoning Approval Form.

**You have to install a Fire Alarm Pull Station if the location doesn’t have it.**

**You will have to install a Fire Sprinkler System if location doesn’t have it.**

**You might have to increase the size of your doors or windows.**

**You might have to install ramps for wheelchairs.**

**You must have an adequate A/C system and backup generators.**

If you make the changes exactly as the Fire Department tells you, you wouldn't have problems getting their approval to occupy and use the Property as a PPEC. Also, ask the Fire Inspector to show you the area where you should take the participants during a real evacuation or an evacuation drill. This is very important to know.

**Step 6:** ***Department of Health Inspection:*** You must call for and pass an inspection from the Department of Health for your County. Like with the Fire Department, call your Department of Health to find out what you need and have to do. Follow their instructions and you are sure to pass the health inspection and receive the Certificate you need to send to AHCA with your Application.

**Step 7:** ***Liability Insurance:*** You must have the statutory liability insurance required for licensing which is a policy with a \$25,000.00 coverage limit that lists AHCA as the Payee.

Get a quote for the cost of the coverage. You will need the amount to prepare AHCA's Proof of Financial Ability to Operate Forms. However, DO NOT PAY for the Policy until a day or two before you send in the Application. You will be wasting money.

**Step 8:** ***Financial Planning:*** In addition to the cost of incorporating your business, or registering a DBA, with Tallahassee, you will have to estimate the cost of getting the Zoning Approval, inspections, construction build out, pull station installation, installation of a sprinkler system if not already installed and getting the required fire certificate. An A/C and security monitoring system might be additional if you need it.

In addition to the above cost, AHCA expects you to file with the Application a Proof of Financial Ability to Operate Form (the PFA). This is for AHCA to tell you how much money they expect you to show in the bank, based on the facility you wish to open. These are comprehensive financial statements that must meet the statutory requirements for a PPEC. WE PREPARE THEM. We also re-do and resubmit them for people who prepare them incorrectly, after AHCA rejects them.

**Step 8:** ***Administrative Planning:*** If you don't know anything about owning or operating a PPEC, read Section 400, Part V1, Florida Statutes and Section 58A-13, Florida Administrative Codes.

**Step 9:** ***The Application:*** You have to file the correct Application with the required documents, and pay the application fee, to get your PPEC license. Don't confuse this with the Administrator's license above. Make sure you don't file out-dated Application Forms or inaccurate PFAs. This will cause you to lose a lot of time and money.

**There is an application filing fee stated on the Licensure Application.**

**Step 10:** ***Initial Licensing Survey/Inspection:*** When AHCA approves your Application they will instruct the local AHCA Field Office in your area to schedule a physical

inspection before issuing your license. Your PPEC must be fully equipped and all the required Policies and Procedures must be in the Facility File. Don't try to do this yourself if you are not sure what to do. Hire Julia Arrendell to help you through the entire application and licensing process (which usually includes all of your in-service training). It is much cheaper and less stressful, than doing it yourself and making mistakes.