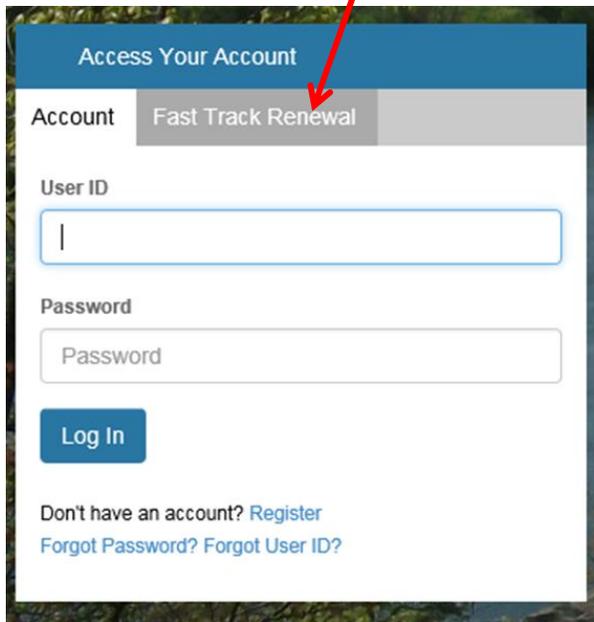


Follow these steps to renew your CLA license online using Fast Track

- **Fast Track Renewal** allows access to the online renewal function only and applies to current renewal. You will receive a new PIN# for each renewal via email
- We recommend use of a desktop or laptop computer to renew; webpages may not display properly on a tablet or mobile device.
- <https://www.elicense.ct.gov/login.aspx>

1) Click on the gray Fast Track Renewal tab



Access Your Account

Account Fast Track Renewal

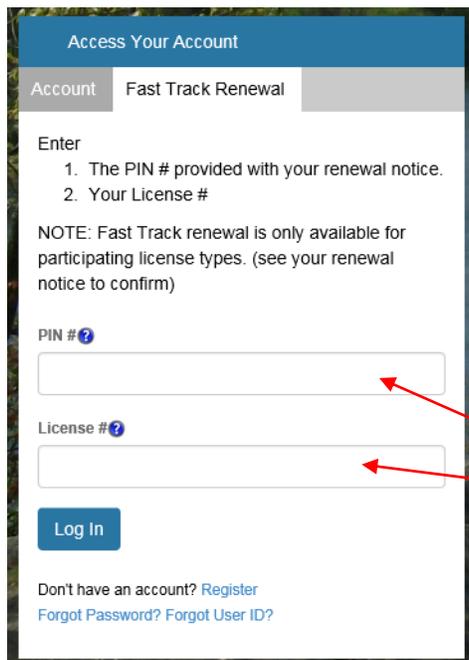
User ID

Password

Log In

Don't have an account? [Register](#)
[Forgot Password?](#) [Forgot User ID?](#)

2) Enter the PIN# and the numeric portion of your license number. This can be found in your renewal letter.



Access Your Account

Account Fast Track Renewal

Enter

1. The PIN # provided with your renewal notice.
2. Your License #

NOTE: Fast Track renewal is only available for participating license types. (see your renewal notice to confirm)

PIN # ?

License # ?

Log In

Don't have an account? [Register](#)
[Forgot Password?](#) [Forgot User ID?](#)

WHOLAND LANE
25 WHOLAND LANE
TERRYVILLE, CT 06786

April 16, 2018
License: DSLA.00300001
Expiration: 04/30/2018

The Department of Developmental Services (DDS) is pleased to provide this on-line application renewal notification for the Community Living Arrangement license. According to Section 17a-227-06 of the General Statutes of Connecticut, "The licensee shall submit a current license application packet at least thirty days prior to the anniversary date of initial licensure". Application packets are to be submitted prior to standard inspections which are due biennially unless otherwise specified (i.e., one year inspection status and/or triennial inspection status).

We prefer all license holders take advantage of the online renewal system. If you are unable to utilize the online renewal system, please contact the DDS QSI Licensing unit at: (860) 418-6100.

On-Line Renewal Steps

DDS now provides online renewal using the Fast Track Renewal, a simplified method for the licensees to sign in and complete their online renewal. The Fast Track Renewal requires that you use a PIN rather than your password. This PIN applies only to the current renewal and protects other information and functions. You will get a new PIN for each renewal.

1. First, proceed to the eLicense website: <https://www.elicense.ct.gov/>
2. Select the FAST TRACK RENEWAL tab under the Access Your Account section:
3. Enter: PIN #: 47887071
4. Enter License #: 300001
5. Select Log In
6. From the ONLINE SERVICES menu select: Renewal
7. Select START begin the renewal process

If you do not receive an acknowledgement email that either states the renewal was completed or not accepted, or if you have any questions, please contact the Department of Developmental Services at:(860) 418-6100.

3) There are 2 options for this next step you can click on Online Services then click on Renewal from Activities in the dropdown menu or you can look below at More Online Services and click on Renewal from Activities.

ct.gov | STATE OF CONNECTICUT HOME MY ACCOUNT ONLINE SERVICES ▾

Activities	License Lookup & Download	Account
Initial Application Renewal License Status File a Complaint	Lookup a License Generate Roster(s)	Account Details
E-mail:	leah.mccarvill@ct.gov	Change Email
Password:	Change Password	
Security Questions:	Change Security Questions	

More Online Services

Activities	License Lookup & Download	Account
Initial Application Renewal License Status File a Complaint	Lookup a License Generate Roster(s)	Account Details

4) Select the license you wish to renew. Click "Start"

Renew a License

Please select which license you wish to renew from the following list.

[Renewal](#) ^

Completed	License	Note
Start	DSLA.00300001	

5) You will be taken to the Welcome to Community Living Arrangement (CLA) Licensing Renewal screen. In the bottom left of the screen - Click "Next".

License For DSLA.00300001

Welcome to Community Living Arrangement (CLA) Licensing Renewal

Welcome to Community Living Arrangement (CLA) Licensing Renewal

Welcome to the Department of Developmental Services online Renewal application site for Community Living Arrangement (CLA) Licensing.

Please complete all questions within this online Renewal.

An email notification will be sent once the Renewal application has been successfully processed.

If you have any question regarding the online Renewal process, then visit the [Quality and Systems Improvement Division website](#) for additional information.

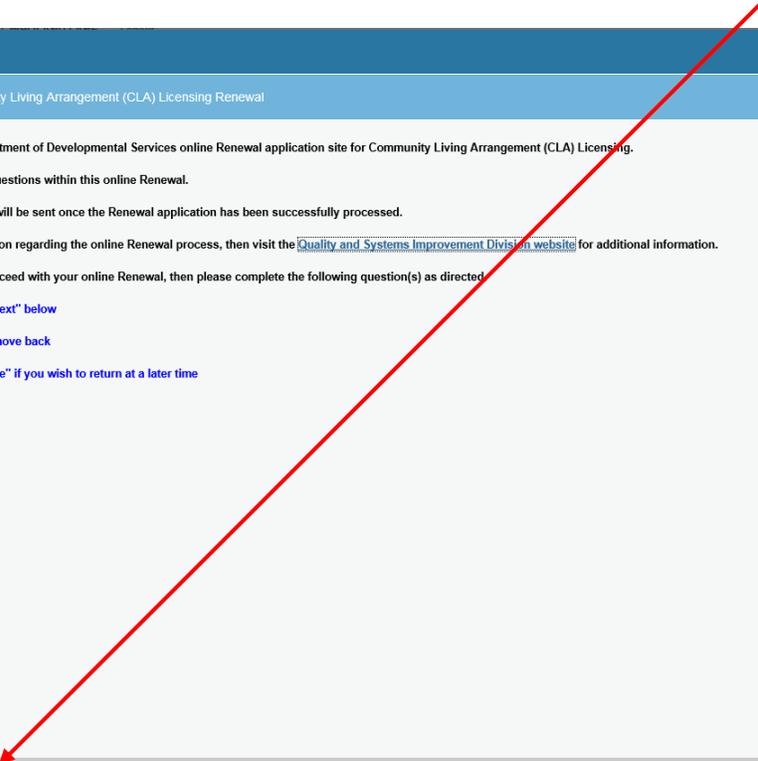
If you are ready to proceed with your online Renewal, then please complete the following question(s) as directed

To continue, select "Next" below

Select "Previous" to move back

Select "Close and Save" if you wish to return at a later time

Previous Next Close and Save



6) Emergency Contact Information - Make any necessary changes. Click "Next".
Fields marked with an asterisk * are required.

License For DSLA.00300001

Welcome to Community Living Arrangement (CLA) Licensing Renewal

Emergency Contact Information (Renewal)

Emergency Contact Information (Renewal)

Fields marked with an asterisk * are required.

1. Enter, verify or edit the primary Email address for the facility:

*

2. Enter, verify or edit the backup Email address

* Field required

3. Enter, verify or edit the primary mobile phone number

*

4. Enter, verify or edit the backup mobile phone number:

Previous Next Close and Save

7) Make any needed changes to the CLA's address – Click “Next”.

License For DSLA.00300001

Welcome to Community Living Arrangement (CLA) Licensing Renewal

Emergency Contact Information (Renewal)

Residence Information-Mailing (Renewal)

Capacity Review (Renewal)

Residence Information- Mailing (Renewal)

5. Enter, verify or edit the primary mailing address information: (If Applicable)

Address 1: 25 WHOLAND LANE
Address 2:
City: TERRYVILLE State: Connecticut Zip Code: 06786 Country: UNITED STATES

Edit Address

-- OR --Change to an address already on file:
25 WHOLAND LANE TERRYVILLE, CT 06786 (UNITED STATES) Update

Previous Next Close and Save

8) Capacity will be shown – Click “Next”.

License For DSLA.00300001

Welcome to Community Living Arrangement (CLA) Licensing Renewal

Emergency Contact Information (Renewal)

Residence Information- Mailing (Renewal)

Capacity Review (Renewal)

Capacity Review (Renewal)

Capacity Review (Renewal)

Review the current capacity levels for accuracy:
If these numbers do not match your records, then contact the DDS QSI unit to verify the capacity levels.

Capacity Licensed : 4

Capacity Respite: 0

Capacity Occupied: 4

Previous Next Close and Save

9) Verify if the facility has unionized staff, is DDS-owned, and has 24hr Nursing – Click “Next”.

License For DSLA.00300001

Welcome to Community Living Arrangement (CLA) Licensing Renewal

Emergency Contact Information (Renewal)

Residence Information-Mailing (Renewal)

Capacity Review (Renewal)

Facility Information (Renewal)

Facility Information (Renewal)

Fields marked with an asterisk * are required.

6. Indicate or verify whether this facility has unionized staff.

* Yes No

7. Indicate or verify whether this facility is DDS-owned.

* Yes No

8. Indicate or verify whether this facility is a 24 hour Nursing Residence.

* Yes No

Previous Next Close and Save

10) Supporting Documentation for the renewal. You will need to upload then here.

License For DSLA.00300001

Welcome to Community Living Arrangement (CLA) Licensing Renewal

Emergency Contact Information (Renewal)

Residence Information-Mailing (Renewal)

Capacity Review (Renewal)

Facility Information (Renewal)

Supporting Documentation (Renewal)

Upload the most recent copy of each of the following required documents for renewal

9. If applicable, attach the completed Fire Marshal Inspection and Certificate. This document applies when the facility is a multiple family dwelling. Ensure that the certificate has been signed. The signed date cannot be over one year old.

No document(s) uploaded for this question.

Select a document to upload:

Browse...

File types accepted: bmp, doc, docx, fsd, htm, jpeg, jpg, mht, msg, pdf, png, rtf, tif, tiff, txt, vsd, xls, xlsx, xml

Upload Document

10. Attach the recent Well Water testing results:

No document(s) uploaded for this question.

Select a document to upload:

Browse...

File types accepted: bmp, doc, docx, fsd, htm, jpeg, jpg, mht, msg, pdf, png, rtf, tif, tiff, txt, vsd, xls, xlsx, xml

Upload Document

11. Attach the Staffing List, Staff Pattern and Schedules information.

No document(s) uploaded for this question.

Select a document to upload:

Browse...

File types accepted: bmp, doc, docx, fsd, htm, jpeg, jpg, mht, msg, pdf, png, rtf, tif, tiff, txt, vsd, xls, xlsx, xml

Upload Document

Previous Next Close and Save

➤ How to upload a Document

- To upload a document – click the “Browse” button. This will allow you to browse your computer files.

No document(s) uploaded for this question.

Select a document to upload:

File types accepted: [bmp](#), [doc](#), [docx](#), [fsd](#), [htm](#), [jpeg](#), [jpg](#), [mht](#), [msg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [vsd](#), [xls](#), [xlsx](#), [xml](#)

****Please be aware of the type of document you are uploading as the system will only accept those listed above the “Upload Document” button****

- Once you have selected your document you will then click the “Upload Document” button.

No document(s) uploaded for this question.

Select a document to upload:

File types accepted: [bmp](#), [doc](#), [docx](#), [fsd](#), [htm](#), [jpeg](#), [jpg](#), [mht](#), [msg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [vsd](#), [xls](#), [xlsx](#), [xml](#)

- You will be able to see that your document has uploaded. Above the upload box, you will see the file:

Select a document to upload:

File types accepted: [bmp](#), [doc](#), [docx](#), [fsd](#), [htm](#), [jpeg](#), [jpg](#), [mht](#), [msg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [vsd](#), [xls](#), [xlsx](#), [xml](#)

- Repeat the above steps for each needed document. You can upload more than one document for each area – See below example. Click “Next”.

License For DSLA.00300001

Upload the most recent copy of each of the following required documents for renewal.

9. If applicable, attach the completed Fire Marshal Inspection and Certificate. This document applies when the facility is a multiple family dwelling. Ensure that the certificate has been signed. The signed date cannot be over one year old.

[Fire Marshal Certificate.docx](#)

Select a document to upload:

File types accepted: [bmp](#), [doc](#), [docx](#), [fsd](#), [htm](#), [jpeg](#), [jpg](#), [mht](#), [msg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [vsd](#), [xls](#), [xlsx](#), [xml](#)

10. Attach the recent Well Water testing results:

[Well Water Test.docx](#)
[Sentie.docx](#)

Select a document to upload:

File types accepted: [bmp](#), [doc](#), [docx](#), [fsd](#), [htm](#), [jpeg](#), [jpg](#), [mht](#), [msg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [vsd](#), [xls](#), [xlsx](#), [xml](#)

11. Attach the Staffing List, Staff Pattern and Schedules information.

[Staffing List, Pattern, Schedule.docx](#)

Select a document to upload:

File types accepted: [bmp](#), [doc](#), [docx](#), [fsd](#), [htm](#), [jpeg](#), [jpg](#), [mht](#), [msg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [vsd](#), [xls](#), [xlsx](#), [xml](#)

11) Verify your Board of Directors document:

License For DSLA.00300001

Board of Directors Change (Renewal)

Fields marked with an asterisk * are required.

12. Has your Board of Directors changed since your last renewal period?

* Yes No

- a. If there have been no changes to your Board of Directors click the radio button next to “No” then click “Next”.

Board of Directors Change (Renewal)

Fields marked with an asterisk * are required.

12. Has your Board of Directors changed since your last renewal period?

* Yes No

Previous Next

- b. If the Board of Directors has changes click the radio button next to “Yes”.

Board of Directors Change (Renewal)

Fields marked with an asterisk * are required.

12. Has your Board of Directors changed since your last renewal period?

* Yes No

An upload for the Board of Directors will be displayed. Upload the document. Then click “Next”.

13. Attach the completed Board of Directors document.

No document(s) uploaded for this question.

Select a document to upload:

Browse...

File types accepted: [bmp](#), [doc](#), [docx](#), [fsd](#), [htm](#), [jpeg](#), [jpg](#), [mht](#), [msg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [vsd](#), [xls](#), [xlsx](#), [xml](#)

Upload Document

12) Attestation screen. You will need to click “Yes” to confirm all information provided is accurate. Type in your full name and click “Next”

License For DSLA.00300001

Welcome to Community Living Arrangement (CLA) Licensing Renewal

Attestation (Renewal)

Fields marked with an asterisk * are required.

14. By Selecting Yes, I attest that the information provided within this application is true and accurate and that any changes in the information submitted will be reported to the Department of Developmental Services as required by law.

* Yes No

15. Enter the full name of individual attesting:

*

Emergency Contact Information (Renewal)

Residence Information-Mailing (Renewal)

Capacity Review (Renewal)

Facility Information (Renewal)

Supporting Documentation (Renewal)

Board of Directors Change (Renewal)

Attestation (Renewal)

Previous Next

Close and Save

13) Review the information you have provided. If the information complete - click “Finish”

License For DSLA.00300000

Arrangement (CLA) Licensing Renewal

Emergency Contact Information (Renewal)

Residence Information-Mailing (Renewal)

Capacity Review (Renewal)

Facility Information (Renewal)

Supporting Documentation (Renewal)

Board of Directors Change (Renewal)

Attestation (Renewal)

Review

Print Review

Fees

Total Fees: \$0.00

Welcome to Community Living Arrangement (CLA) Licensing Renewal

Welcome to the Department of Developmental Services online Renewal application site for Community Living Arrangement (CLA) Licensing.

Please complete all questions within this online Renewal.

An email notification will be sent once the Renewal application has been successfully processed.

If you have any question regarding the online Renewal process, then visit the [Quality and Systems Improvement Division website](#) for additional information.

If you are ready to proceed with your online Renewal, then please complete the following question(s) as directed.

To continue, select “Next” below

Select “Previous” to move back

Select “Close and Save” if you wish to return at a later time

Emergency Contact Information (Renewal)

1. Enter, verify or edit the primary Email address for the facility:

leah.mccarville@ct.gov

2. Enter, verify or edit the backup Email address

leah.mccarville@ct.gov

15. Enter the full name of individual attesting:

Cindy Lod

Previous Finish

Close and Save

- 14) Once you have completed the renewal application the below screen will be displayed.
You can click "Print Receipt" to print the completed renewal application.

Payment Receipt

State of Connecticut
Online Enterprise eLicense Site

Date: 4/16/2018

WHOLAND LANE

Transaction Complete.
Please print a copy for your records from the button above.

Description	Amount
Renewal - DSLA.00300001	\$0.00

You have completed your CLA renewal application process.
You will also receive an email receipt.

Note: If at any time while completing the application you need to stop - just click the red "Close and Save" button on the bottom right of the screen. When you log back you will click on Continue.

Renew a License

Please select which license you wish to renew from the following list.

Renewal [In Progress]

	Completed
Restart	Continue
	3/10 (30%)

You will be brought back to the welcome page. Click "Next" until you come to the page where you left off.