



NJ Licensing Guide

## New Jersey Non-Medical Home Care

**REQUIRED – Health Care Services Firm**  
**Dept of Law and Public Safety/ Division of Consumer Affairs**  
**Regulated Business Section**  
**Elaine Spencer**  
**(973) 504-6370**

Call above for a questionnaire (single page), make sure you indicate that you will open a Health Care Service Firm on the questionnaire. The department will send packet with appropriate license application. None of these documents are available on line.

To make the license process go smoothly, send the following with your application:

- RN License
- Incorporation papers
- Proof of Liability Insurance
- Proof of Surety Bond

License is non-transferable. However, a new owner can operate under the old license once they have filed their application accompanied by a copy of the bill of sale.

**Approximate Wait Time:    minimum of 30 days**

### **Fast Facts At-A-Glance**

Item	Required by State (Yes/No)	Allowed by VA (Yes/No)
Personal Care License	Yes	Yes
Companion Care License	No	N/A
License Fee	Yes	N/A
Certificate of Need	No	N/A
Attend License School/Seminar	No	N/A
Employee	Yes	Yes
IC	Yes	Yes
Real Commercial Address	Yes	Yes
Virtual Office	Yes	Yes
P.O. Box	No	No
UPS/Shipping location	No	No
Administrator - Full Time	Yes	N/A
Administrator - Part Time	Yes	N/A
Attend Admin Program	No	N/A
RN - full time	No	N/A
RN - part time	Yes	N/A

