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**VOP – Certification Process Checklist**

**Applicant Name:** \_\_\_\_\_ **LLTCO:** \_\_\_\_\_

**Facility Name:** \_\_\_\_\_ **County:** \_\_\_\_\_

Date Complete	Staff Initials	Task (document all in volunteer file)
		Application review and identification of conflict of interest
		Telephone interview
		Waiver granted and signed, if necessary
		Applicant invited to training
		Training attended
		Confidentiality agreement and conflict of interest agreement received
		OIG check complete
		National sex offender registry check complete
		Follow up consultation with VOP Coordinator
		SING check complete
		LLTCO sent volunteer materials for review
		VOP certification approved
		Facility notified of volunteer certification and placement
		Certification packet mailed to volunteer
		Request to LLTCO to schedule facility orientation
		Facility orientation complete
		Volunteer recognition
		Continuing education for first year complete

Date Complete	Staff Initials	Task (document all in volunteer file)
		10 Month Reminder Email
		11 Month Reminder Email
		Recertification Application received and reviewed
		One-year evaluation complete (VOP to Volunteer)
		Recertification Approved
		Year One Check-in
		New Facility notified of volunteer placement, if necessary
		Recertification packet mailed to volunteer
		Request to LLTCO to schedule orientation at new facility, if necessary
		Facility orientation complete, if necessary
		Volunteer Recognition
		Continuing education for second year complete
		Volunteer Recognition
		Continuing education for third year complete
		10 Month Reminder Email
		11 Month Reminder Email
		Recertification Application received and reviewed
		Third-year evaluation complete (VOP to Volunteer)
		OIG check complete
		National sex offender registry check complete
		SING check complete
		Recertification Approved

Date Complete	Staff Initials	Task (document all in volunteer file)
		Year One Check-in
		New Facility notified of volunteer placement, if necessary
		Recertification packet mailed to volunteer
		Request to LLTCO to schedule orientation at new facility, if necessary
		Facility orientation complete, if necessary
<p><i>If in-process applicant or certified volunteer is declined or terminated, list date, staff, and reason here:</i></p>		