

**Renewal of BHS License Checklist**  
(at least 30 days prior to the expiration)

- 1. license renewal application (BH-HSS-01) \_\_\_\_\_
- 2. copy of current OSFM onsite inspection report \_\_\_\_\_
- 3. copy of current OPH onsite inspection report \_\_\_\_\_
- 4. non-refundable renewal fee (**has posted by lic exp date**) \_\_\_\_\_
- 5. Proof of Financial viability (except for LGEs) \_\_\_\_\_
  - Proof of \$50,000.00 minimum line of credit maintenance (in statute)
  - Proof of General and Professional Liability Insurance of at least \$500,000.00
  - Proof of Worker's Compensation Insurance
- 6. Proof of Addictionologist credentials and written agreement (**for those programs providing addiction services**) \_\_\_\_\_

**NOTE:**

- **At the time of renewal, no other processes may be performed**
  - **Ex:** name change, address change, service change, bed increase, CHOW
- HSS may perform an on-site survey and inspection of the Provider upon renewal.
- Failure to submit a completed license renewal application packet prior to the expiration of the current license will result in the voluntary non-renewal of the BHS Provider license upon the license's expiration.

**NOTES / COMMENTS:**

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