



**Health Standards Section  
Renewal Checklist for Behavioral Health Service Provider (BHSP)**

**RENEWAL LICENSING REQUIREMENTS**

**ALL ITEMS BELOW ARE REQUIRED FOR LICENSE RENEWAL ONLY**

BHSP License Application	<input type="checkbox"/>
BHSP License Application Fee(s)	<input type="checkbox"/>
Office of State Fire Marshal Annual Inspection	<input type="checkbox"/>
Office of Public Health Inspection ( <i>Outpatient Mental Health Counseling Offices will only receive an initial inspection and will not require inspection upon renewal</i> )	<input type="checkbox"/>
If providing addiction services, include Addictionologist name on application & submit current copy of contractual agreement with addictionologist.	<input type="checkbox"/>
Line of Credit of at least \$50,000; include the official bank statement with last 4 digits of account #	<input type="checkbox"/>
General & Professional Liability Insurance of at least \$500,000	<input type="checkbox"/>
Worker's Compensation Insurance	<input type="checkbox"/>
Emergency Preparedness Attestation Statement	<input type="checkbox"/>

**§5615. Renewal of License**

1. A BHS provider license shall expire on the expiration date listed on the license, unless timely renewed by the BHS provider.
2. To renew a license, the BHS provider shall submit a completed license renewal application packet to the department at least 30 days prior to the expiration of the current license.
3. **The license renewal application packet shall include:**
  - a. the license renewal application;
  - b. a current OSFM report (for on-site and residential services);
  - c. a current OPH inspection report (for on-site and residential services);
  - d. the non-refundable license renewal fee as established by statute;
  - e. except for governmental entities, proof of financial viability;
  - f. payment of any outstanding fees, fines or monies owed to the department;
  - g. for a residential substance use disorder facility, submission of the attestation in accordance with §5712 of this Chapter; and
  - h. Any other documentation required by the department.
4. The department may perform an on-site survey and inspection of the provider upon renewal.
5. Failure to submit a completed license renewal application packet prior to the expiration of the current license may result in the voluntary non-renewal of the BHS provider license upon the license expiration.
6. The renewal of a license does not affect any sanction, civil monetary penalty or other action imposed by the department against the provider.
7. If a licensed BHS provider has been issued a notice of license revocation or suspension, and the provider's license is due for annual renewal, the department shall deny the license renewal application and shall not issue a renewal license.

**\*\*NOTE\*\***

**\*\*No service changes will be honored at renewal (off-site additions, address changes, bed additions, addition/removal of services, etc.) Any changes should be submitted before the 1<sup>st</sup> day of expiration month NO EXCEPTIONS!**

**\*\*If administrative personnel has changed, a key personnel change will need to be provided with the following:**

**Clinical Director**

1. *Resume*
2. *Signed license*

**Medical Director**

1. *Resume*
2. *Signed license*
3. *Signed contract*

**Administrator**

1. *Resume only*

**\*\*Failure to submit these documents timely may result in licensure delay\*\***