

WAC 246-335-325 License renewal. At least thirty days before the expiration date of the current license, the licensee must submit to the department:

(1) A completed renewal licensing application on forms provided by the department;

(2) Evidence of continuing insurance coverage according to WAC 246-335-320 (2)(b);

(3) A completed and signed full-time equivalent employee worksheet on forms provided by the department;

(4) Copies of the most current criminal history background checks and disclosure statements for the administrator, director of clinical services, or supervisor of direct care services in accordance with WAC 246-335-320 (2)(d). All criminal history background checks and disclosure statements required under this chapter must be renewed within two years from the date of the previous check;

(5) A description of the agency's current organizational structure. For example, an organizational chart or narrative describing key positions and duties;

(6) Documentation required under WAC 246-335-350, if initially applying or reapplying for substantial equivalency status;

(7) Other information as required by the department; and

(8) Fees specified in WAC 246-335-990.

[Statutory Authority: RCW 70.127.120 and 43.70.250. WSR 18-06-093, § 246-335-325, filed 3/6/18, effective 4/6/18.]