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.]