WAC 246-341-0305 Agency licensure and certification—Application. To apply for licensure to provide any behavioral health service, an applicant must submit an initial application to the department that is signed by the agency's administrator. The applicant must also apply for and have the department certify any specific behavioral health program services the agency wishes to provide.

(1) The application must include the following:
   (a) A copy of the applicant's master business license that authorizes the organization to do business in Washington state;
   (b) A list of the specific program services for which the applicant is seeking certification;
   (c) A copy of the report of findings from a background check of the administrator and any owner of five percent or more of the organizational assets;
   (d) The physical address of any agency operated facility where behavioral health services will be provided;
   (e) A statement assuring the applicant meets Americans with Disabilities Act (ADA) standards and that the facility is:
       (i) Suitable for the purposes intended;
       (ii) Not a personal residence; and
       (iii) Approved as meeting all building and safety requirements.
   (f) A copy of the policies and procedures specific to the agency;
   (g) A copy of a current department residential treatment facility certificate if the applicant is providing substance use disorder residential treatment or mental health residential treatment; and
   (h) Payment of associated fees.

(2) The department conducts an on-site review as part of the initial licensing or certification process (see WAC 246-341-0320).

[Statutory Authority: 2018 c 201 and 2018 c 291. WSR 19-09-062, § 246-341-0305, filed 4/16/19, effective 5/17/19.]