

**WAC 246-341-0305 Agency licensure and certification—Applica-
tion.** To apply for licensure to provide any behavioral health serv-
ice, 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 au-
thorizes the organization to do business in Washington state;

(b) A list of the specific program services for which the appli-
cant 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 organi-
zational 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 Disa-
bilities 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 resi-
dential treatment or mental health residential treatment; and

(h) Payment of associated fees.

(2) The department conducts an on-site review as part of the ini-
tial 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.]