

State Licensure Application Process

Step 1: Complete and submit an application packet for administrative review

- To begin the application process, you must first submit a completed application packet for a license to operate an agency/facility in Pennsylvania.
- Refer to the document checklist for guidance with preparation and submission of the required policies/documents which **must** accompany the application.
 - Do not place the application materials in a binder, folder, or have plastic covers.
 - Do not staple pages.
 - ONLY include the specific information requested in the application.
- An initial review of the application is done upon receipt to determine if all documents were included.
- If any of the requested information is determined to be absent, the application will be considered incomplete and the application, licensure application fee and documents will be returned, along with information identifying the missing documents. At that time, the application will be considered withdrawn.
- If all essential documents are included, the application will be considered complete and the initial administrative review process will begin.

Step 2: An administrative review of the application and supporting policies/documents will be done for compliance with the applicable State licensure regulations.

- If the review determines compliance with the applicable State licensure regulations, a license will be issued, and you will be notified via email. The agency/facility may begin to provide services upon receipt of the license.
- If the policies/documents submitted do not contain sufficient acceptable information for indicating compliance with the regulations, you will be notified via email, as to which of the policies/documents were determined to be unacceptable. You will be allowed 30 days in which to submit corrected/revised documents.

However, if you are unable to provide acceptable documents within 90 days of the initial administrative review, the application will be withdrawn. The application and documents will be returned (without the licensure application fee).