

Instructions for Submitting the Department of Behavioral Health Application for Certification

Please follow these instructions to ensure your application is submitted correctly. By following these instructions, your application meets the Department of Behavioral Health's certification requirements and is not returned as incomplete.

Application Format

Submit the application as a single 20-page PDF document. Make sure to sign and date the certification page. The application should be independent of all supporting documents.

Supporting Documents Format

All supporting documents should be submitted separately from the application, as a scanned copy of each original document. Do not submit a picture or screen shot of supporting documents.

Submit supporting documents as a separate PDF file, clearly labeled with its content and corresponding section number from the application, in the order it appears within the application.

For instance, Section 9 requires a program description, if additional sheets are needed, create a separate document titled "9. Program Description" and submit it along with your supporting documents.

Use the following classification titles for each supporting document PDF file.

- Required Documents
- National Accreditation
- Ownership and Governance
- Financial Information
- Human Resources

Compile similar documents into each classification file. For example, in the Human Resources file, create other files for similar documents (e.g., "Staff Licenses", "Staff Resumes", "Staff Background Checks").