

Licensing Process for
Day Treatment, Intermediate Secure Care, Outdoor Youth programs, Outpatient Treatment, Residential Support, Residential Treatment, Social Detoxification, and Therapeutic Schools

1. Submit application, fee, and an electronic copy of your Policy and Procedure manual to the Office of licensing. Office management will assign a licensor. The Policy and Procedure Manual must address the specifics of how the program will comply with the Core Rules (R501-2) and with the Categorical Rules for the applicable category of service to be provided. The manual must be reviewed and approved by the assigned licensor. Be sure to include program statement of purpose; description for services to be provided; description of clients to be served.
2. Submit Office of Licensing Background Screening Application forms on all employees 18 years or older who will have direct access to clients (Adult only Substance Abuse programs are exempt from this). An Office of Licensing background screen must be completed annually.
3. Prepare the following documents:
 - Business license / zoning approval
 - Fire Inspection Clearance (not required for Outdoor Youth Program)
 - Health Inspection Clearance (not required for Outpatient Treatment or Outdoor Youth Program)
 - Evidence of Insurance (General Liability with fire, Professional Liability, Vehicle, and Worker's Compensation)
 - Evidence of Business Registration with the Department of Commerce
 - Sole Proprietorship = Registration
 - Partnership = Partnership Agreement
 - Limited Partnership = Certificate of Limited Partnership
 - Corporation = Articles of Incorporation
 - Limited Liability Company = Articles of Organization
 - List of members of the program's Governing Body
 - Organization Chart
 - School Accreditation Certificate for programs serving clients under age 18 (not required for Outpatient Treatment or Social Detoxification).
 - Completed Youth Education Coordinating Form for programs serving clients under age 18 (not required for Outpatient Treatment or Social Detoxification).
 - For Residential Treatment - evidence of notification provided to the Governing Body of the local government having jurisdiction, in accordance with 62A-2-108.2(3)
 - Any other licenses/inspections required by the city, county or other state agency
4. Licensor will contact you to complete a site inspection.