

**Alabama Department of Mental Health
Division of Mental Health and Substance Abuse Services
Certification Application Process Existing Provider**

Steps for adding a Program/Site or Replacement Site, new ED, new CD etc. for Existing Providers:

1. The provider must an ADMH certification application when making any changes or additions to certification. Application can be found at <https://mh.alabama.gov/wp-content/uploads/2022/02/ADMH-Certification-Application.pdf>
2. Along with application, submit program description or updated program description.
3. The application shall be submitted via email to the Director of Office of Certification Administration, email to applicationsoca.dmh@mh.alabama.gov and cc the MHSAS Director of Certification.
4. The Office of Certification Administration will document receipt and forward the complete application and cover memo to the Office of MHSAS Certification for processing the application and final approval.
5. The Director of MHSAS Certification will forward the application and Application Tracking Memo to the Director of MH or SA Services or Prevention Services for review. See Procedure for MHSAS Application Review Process and make approval recommendations.
6. The Director of MHSAS Certification review the complete packet and make recommendations regarding approval.
7. Application is submitted to MHSAS Associate Commissioner with approval recommendations for signature.
8. Signed application is sent to Office of Certification of Administration (OCA) for processing.
9. OCA will notify Office of Life Safety and Technical Services, so they can schedule and conduct an inspection of the property to be certified, if needed.
10. When property has been given approval by Life Safety and Technical Services, the application will be processed through Office of Certification's final approval process so that a Temporary Operating Authority (TOA) can be issued.
11. Any questions regarding final approval of application need to be sent to MHSAS Director of Certification and OCA – contactoca.dmh@mh.alabama.gov .

New Executive Director, Clinical Director, in addition to the above, the following must be done:

1. MHSAS Office of Certification must be notified as well as Office of Certification Administration immediately of any changes.
2. Agency must submit name, contact information and address of new ED to Office of Certification Administration (OCA) so that OCA can send the person background check packet and/or information.
3. Along with application, resume, job description, copy of transcripts, copy of any licensure/certification, and updated organizational chart must be submitted.