

Provider Checklist Renewal Application

OAR 411-054-0013 (2) Application for a license renewal must be made at least 45 days prior to the expiration date of the existing license.

Consider the following in order to meet the 45 day deadline.

- When does the facility license expire? Those dates are on each license.
- What date do you need to send in all application materials in order to meet the 45 day (*calendar days*) deadline?
- How will you meet that date?
- Do you have approved criminal history requests for all owners?
- Do out-of-state owners need to submit fingerprints? Will they be done timely?

45 days before license expires mail a complete application with the following documents:

- Application** - SDS 0570 and SDS 0570M are available at the forms website: <http://dhsforms.hr.state.or.us/forms/databases/findforms.htm>
 - Copy of EIN confirmation notice or correspondence with that number circled.
 - Do you need an owner and management application? An application is required from both licensee and management company if that company is different from the licensee.
 - Send only current versions of application, others will be returned.
- Renewal fee** – An invoice for the facility licensing fee (and Memory Care If applicable) will be sent to the facility to the attention of the Administrator. Checks should be made out to the Department of Human Services and mailed using the envelope provided. Receipt of this invoice will be notice that the facility license is due to expire. *Do not send fee with applications.*
- Memory Care fee** – due at license renewal.
- Fire Marshal Inspection (MSC 0210)** Contact Carolyn Ramus, 503-945-5853 or carolyn.ramus@state.or.us
 - Completed within the last 12 months.
 - Signed and dated copy of any inspection notice given by deputy at time of inspection.
 - Send with application.

Mail complete applications to:

Office of Licensing and Quality of Care, Attn: Carolyn Ramus, Licensing Specialist
500 Summer St. NE, E-13, Salem, OR 97301-1074 - carolyn.ramus@state.or.us

Incomplete applications and outdated versions will be returned to the contact person and may be subject to Corrective Action if not complete and submitted *45 days before the license expires*. Corrective Action is not limited to and may include Restriction of Admissions (ROA) and non-renewal of facility license.