

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Health**  
**Addiction Prevention and Recovery Administration**



**Office of Certification  
and Regulation**

To: All Substance Abuse Treatment Providers  
From: Frances Buckson, Chief of Quality Assurance, Acting Chief of Certification and Regulation  
Re: Recertification Application Requirements  
Date: May 19, 2010

This letter is to inform you of the revised process and requirements for an organization's recertification as a substance abuse treatment facility or program under Title 29, Chapter 23 of the District of Columbia Municipal Regulations. The recertification process begins 180 days prior to the expiration of a program's certification. By letter, the Office of Certification and Regulation (OCR) will inform your program director of the pending expiration of the program's certification. Should you wish to apply for recertification, APRA recommends that you submit a completed application with all required attachments no later than 60 days from the receipt of the letter from OCR in order to minimize the risk of your program's certification lapsing. This will provide sufficient time for APRA to review the application, conduct a site survey, and for your program to respond to deficiencies and take corrective actions, if necessary, prior to the expiration of your certification. Along with the completed application and all required attachments, programs are required to submit the following:

- Copies of the most recent criminal background checks conducted by the Federal Bureau of Investigation for all staff. Please note, pursuant to APRA Bulletin 2010-001, Staff Background Screening Pursuant to CDCR 29-2326.3(b), background checks shall be conducted on all staff prior to employment and on an annual basis. Any staff member for whom a Federal Bureau of Investigation background check dated within the last 365 days is not available will not be able to work at your organization;
- Copy of the most recent audit of your substance abuse treatment program performed by a certified accountant or accounting firm; and
- Evidence of a minimum line of credit sufficient to support ninety (90) days of operating expenses or documented evidence of adequate resources to operate the program or facility.

Note: the application must be notarized. Upon receipt of a completed application, you will be notified of a date for your on-site inspection. Following your on-site inspection, you will be informed of any deficiencies within 30 days. If you receive a statement of deficiencies, a corrective action plan must be submitted to the Office of Certification and Regulation within 30 days of your receipt of the statement of deficiencies. Prior to the issuance of a new certification,

your program must provide APRA with evidence that it has substantially complied with the plan of correction. APRA is authorized to re-inspect your program/facility to ensure substantial compliance with the plan of correction prior to issuing a new certification.

The recertification process must be completed prior to the expiration of your organization's current certification. Operation of an uncertified substance abuse treatment facility or program can result in a \$100 per day fine and revocation of your program's certificate of occupancy ( see D.C. Official Code § 44-1204(f)).

A program with an expired certification cannot lawfully provide substance abuse treatment services in the District of Columbia. In addition, providers that maintain a Human Care Provider Agreement with APRA may be in breach of that agreement if their certification expires. The goal of this revised process is to provide substance abuse treatment facilities and programs with sufficient time to complete the recertification process and minimize the risk of a program's certification expiring. Thank you for your attention to this very important matter. Please feel free to contact me if you have any questions. I am available at [frances.buckson@dc.gov](mailto:frances.buckson@dc.gov) or (202) 535-1825.