



Operational Policy and Procedure

Policy:	Extension of Licensure of Alcohol or Other/Drug Abuse Treatment Programs		
Division:	Health Care Policy	Policy Number:	LICEN 302
Contact:	Addiction and Prevention Services Director		
Status:	Approved	Date Approved:	12/22/07
Date Reviewed/Revised:		Effective Date:	01/01/08
Department:	Addiction and Prevention Services (AAPS)	Page:	1 of 1

POLICY: The Department of Social and Rehabilitation Services/Addiction and Prevention Services may grant extensions to a license for a Program for a period not exceeding ninety (90) calendar days (*See Standard R03-805 A*).

PURPOSE: To document the acceptable reasons for extending a Program's licensure thus ensuring the continuity of care in programs providing alcohol and drug counseling.

PROCEDURE:

- 1) A licensee shall request an extension at least 30 calendar days prior to the expiration of their license/certification.

- 2) Extensions will only be granted due to extenuating circumstances such as; death, illness, loss of program staff, or extended leave of absence.

- 3) Extensions will be approved in thirty (30) calendar day increments, up to a total of ninety (90) calendar days.

Approved by: _____
Addiction and Prevention Services Director

12/22/2007
Date