

## New Applicant Training

Office of Licensing

Department of Behavioral Health and Developmental Services

Licensing of all services except Children Residential Services

Due to budget reductions, the Office of Licensing is no longer able to offer live training for applicants wanting to become licensed under the Rules and Regulations for the licensing of providers of Behavioral Health and Developmental Services, the Individual and Family Developmental Disabilities Support Waiver, Brain Injury Residential Services and ***Children's Residential Services***.

Because of the importance of this training, we have developed another way for you to get the information you need to successfully apply for a license and manage your program. You can order a DVD that includes a recording of the actual training, plus comments by the Office of Human Rights and Intellectual Disabilities, regulations, application materials and tools to help you become licensed.

The cost for the DVD is \$75.00. Once purchased, you will own the DVD, be able to refer back to it repeatedly and share it with your staff at a time convenient for you. ***IT IS HIGHLY RECOMMENDED THAT YOU PURCHASE THIS TRAINING TO ASSIST YOU IN APPLYING FOR A LICENSE.*** Also included with the DVD is all of the application paperwork you need to apply for your license.

If you only need the paperwork, you can order a complete packet (without the training DVD) for \$35.00. If you prefer, you can print all the application packet materials for free from our Web site at <http://www.dbhds.virginia.gov/OL-default.htm>.

To order the DVD or the application packet, send your payment (\$75.00 for the DVD and application packet, or \$35.00 for only the application packet) along with the completed order form attached. Please make all checks and money orders payable to the "**Treasurer of Virginia**".



**OFFICE OF LICENSING**

**New Applicant Training  
ORDER FORM**

(All services except children's residential)

Rules and Regulations for the Licensing of Providers of the Department of Behavioral Health and Developmental Services, the Individual and Family Developmental Disability Support Wavier and Brain Injury Residential Services)

(Regulations: **12 VAC 35 105**)

Please print the following information

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

As part of the licensing process, the Office of Licensing strongly encourages new applicants to purchase the Training packet. This training packet offers an overview of the licensing process, specific licensing requirements, and step-by-step procedures and forms to become licensed by the Department of Behavioral Health and Developmental Services:

Select One:

**New Applicant Training Packet:**  **Children's Residential Training Packet:** Cost: **\$75.00**

- DVD Training Tape of DBHDS Licensing Process
- Training Power Point Presentation
- Licensing application packet

**OR**

**Licensing application packet only** Cost **\$35.00**

**Order Information:**

Mail the completed order form with a **CHECK** or **MONEY ORDER** to:

DBHDS, Office of Licensing  
P.O. Box 1797  
Richmond, VA 23218-1797

Questions: (804) 786-1747