APPLICATION PURPOSES

Listed below are the available application purposes in the Certification and Licensing System.

Application Purpose	When it should be used
Open/Operate a New Location	This type of application is used to open or operate a new location that has not been licensed. This is not to be confused with the "Add Addendum" purpose which is used to add a location to an existing license.
Renew Location Certification	This type of application is used to renew an existing license that is nearing the expiration date.
Change of Facility Name	This type of application is used to record a change in the name of a location or licensed site. This is for facilities ONLY and not be confused with the Change of Legal Entity Name change.
Change in Name of Operator	This type of application is used to record the location responsibility from one operator to another. This is not to be confused with Change of Ownership of Legal Entity.
Change of Facility Postal Address	This type of application is used to record a change of facility postal (mailing) address. This is NOT used to report relocation.
Change of Profit or Nonprofit Status	This type of application is used to report a change in profit or non-profit status of an organization.
Increase or Decrease in Facility Capacity	This type of application is used to request an increase or decrease of capacity.
Add Addendum to Certificate	This type of application is used when a provider is opening up a new location (for a Community Home or Family Living Home license) and wants to add it to an existing license. For example, a provider opens a third location under the same legal entity on an existing license. This purpose should NOT be used for closing an existing location.