IDAHO DEPARTMENT OF
HEALTH & WELFARE

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Request for Renewal of Developmental Disabilities Agency Certificate

IDAPA 16.03.21.125 states: An agency must request renewal of its certificate no less than ninety (90) days before the expiration date of the certificate, to ensure there is no lapse in certification. The request must contain any changes in optional services provided and outcomes of the internal quality assurance processes required under Section 900 of these rules.

Date Submitted: _____ Date Certificate Expires: _____
Agency Certificate #: _____ Agency Provider #: _____
Agency Name: _____
Street Address: _____
City: _____ State: ____ ZIP: _____
Phone: _____ Fax: _____ Email: _____

Population Served (check all that apply):

☐ Birth to 3 years old ☐ Children 3-17 years ☐ Adults 18 years and older

Service Environments (check all that apply):

☐ Center-based ☐ Home- and Community-based

» **Attach the outcomes of your agency's internal quality assurance processes (see IDAPA 16.03.21.900 for specific requirements).**

Services Currently Provided (check all that apply):

Children's Services	Adult Services
☐ Habilitative Support	☐ Developmental Therapy
☐ Habilitative Intervention	☐ Adult Day Health
☐ Respite	
☐ Family Education	
☐ Family Training	
☐ Interdisciplinary Training	
☐ Therapeutic Consultation	
☐ Crisis Intervention	

Requestor Name: _____ Requestor Title: _____

Save this form to your computer and attach it to an email addressed to alc@dhw.idaho.gov with the subject line "DDA Recertification Request." Remember to include the outcomes of your agency's QA processes with the email.