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**California Department of
Public Health**



EDMUND G. BROWN JR.
Governor

April 17, 2018

AFL 18-18

TO: Intermediate Care Facilities
Management Companies
Primary Care Clinics
Skilled Nursing Facilities

SUBJECT: Online Licensing/Certification Application Process

All Facilities Letter (AFL) Summary

- This AFL announces the new online licensing/certification application process for intermediate care facilities (ICFs), management companies (MCs), primary care clinics (PCCs), and skilled nursing facilities (SNFs).
- This AFL provides a general overview of the online licensing/certification application process and describes how to register and apply online.

The California Department of Public Health (CDPH), Centralized Applications Unit (CAU) has implemented an online licensing/certification application process for ICFs, PCCs, and SNFs requesting initial licensing approval and MCs requesting initial approval. Providers should continue submitting all report of changes and change of ownership applications via hard copy. Refer to the CAU website for ongoing updates regarding CDPH's implementation of the online licensing/certification application process and the inclusion of additional provider types.

To use the online licensing/certification application process, providers must create a username and password and complete all required facility, personal, and administrative information. Detailed instructions for registering and submitting an application are available in the "L&C Application User Guide for Providers."

After successfully submitting an online application, the system sends a confirmation e-mail with an identification number (Tracking ID number) to the provider's designated point of contact. Providers should use the Tracking ID number when contacting CAU about their application. The confirmation e-mail will also include the application fees due and instructions on how to submit payment to CAU. At this time, online payments are not available. CAU must receive payment and all required documentation prior to processing the application.

To avoid duplicate applications, if you have already submitted a paper licensing application to CAU, please do not submit an application online.

Overview of the Online Licensing/Certification Application Process

The online licensing application process is available at:

<https://eforms.cdph.ca.gov>

For forms and additional information on licensing/certification applications, please visit CAU's website.

If you have any questions about this AFL, please contact CAU by phone at (916) 552-8632 or by email at CAU@cdph.ca.gov.

Sincerely,

Original signed by Jean Iacino

Jean Iacino
Deputy Director

Attachment:

L&C Application User Guide for Providers

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