

# New Application Process Behavioral Health Licensure

NJ Department of Health – Certificate  
of Need & Licensing (CN&L)

Effective March 1, 2025

# Mission & Purpose

- The NJ DOH CN&L Behavioral Health (BH) Unit is dedicated to ensuring all residents have access to behavioral health care, including mental health and substance use disorder services.
- This new process streamlines application review, eliminates delays, and expedites licensure.

# New Application Process Overview

- Key changes beginning March 1, 2025:
  - Increased communication between DOH CN&L BH Unit and agencies
  - Elimination of phases and queue system
  - Expedited licensure timeline

# Application Requirements

- All applications must be submitted in full, including:
  - Completed application form
  - Payment for service requested
  - Policies & Procedures (P&Ps)
  - Staffing documentation
  - Physical plant documentation

# Review Process

- Full application assigned to Technical Assistance Unit (TAU) reviewer
- Reviewer contacts agency to schedule application review meeting
- Agency and reviewer resolve issues together
- Physical plant inspection scheduled once issues resolved

# Physical Plant Inspection

- Inspection requirements:
  - Agency must be fully ready for licensure at inspection
  - Unprepared agencies will face rescheduling and delays
  - Reviewer will use evaluation notes to confirm corrections

# Applications Already in Process

- For applications without a physical plant:
  - Reviewer will contact agency to review outstanding items
  - Agency will receive a list of required documents once location is secured
  - Reviewer will schedule physical plant inspection after document review

# Next Steps & Contact

- Please note:
- This process does not change regulatory requirements for licensure.
- For questions or concerns, contact: [bh-applications@doh.nj.gov](mailto:bh-applications@doh.nj.gov)



# When you are Ready, we are Ready!

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