Application Instructions
Certificate of Need Application-Hospital Change of Use Exemption
Return Exempt Psychiatric Beds to Previous Licensed Status Under RCW 70.41

The department will use the information in your application to determine if your project meets the applicable exemption criteria. These criteria are included in state law and rules. (RCW 70.38 and WAC 246-310)

General Instructions:
• Signatures must be original
• Submit an original and an electronic (pdf) version

Application Submission:
• Applications for this exemption should be submitted a minimum of 30 days prior to any change in bed use.

To be accepted, the exemption application must include:
• A completed and signed Certificate of Need Exemption application
• The exemption review fee of $1,925. Make check payable to Department of Health

Send application to:
Mailing Address:  
Department of Health
Certificate of Need Program  
P.O. Box 47852  
Olympia, Washington 98504-7852

Physical Address:
Department of Health
Certificate of Need Program  
111 Israel Road S.E.  
Tumwater, Washington 98501

If you have questions, call 360-236-2955
## Certificate of Need Application-Hospital Change of Use Exemption

**Return Exempt Psychiatric Beds to Previous Licensed Status under RCW 70.41**

(Do Not Use this form for any other type of hospital project)

To be accepted Certificate of Need applications must include the appropriate fee (WAC 246-310-990.)

This is an application for a Certificate of Need under state law and rules. (RCW Chapter 70.38 and WAC 246-310). I hereby certify that the statements in this application are correct to the best of my knowledge and belief. I understand that any misrepresentation, misleading statements, evasion, or suppression of material fact in this application may be used to take actions identified in WAC 246-310-500.

My signature authorizes the Department of Health to verify any responses provided. The department will use such information as appropriate to further program purposes. The department may disclose this information when requested by a third party to the extent allowed by law.

### Applicants(s)

<table>
<thead>
<tr>
<th>Owner:</th>
<th>Operator (If different than Owner):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name of Owner:</td>
<td>Legal Name of Operator:</td>
</tr>
<tr>
<td>Address of Owner:</td>
<td>Address of Operator:</td>
</tr>
<tr>
<td>Name and Title of Responsible Officer: (Print)</td>
<td>Name and Title of Responsible Officer: (Print)</td>
</tr>
<tr>
<td>Signature of Responsible Officer</td>
<td>Signature of Responsible Officer</td>
</tr>
</tbody>
</table>

Date: 

Date:

Telephone: 

Telephone:
I. Project Information

A. Facility Information
   1. Name of Facility: ________________________________
   Address: ...

B. Current Capacity Breakdown
   1. Provide the following Licensed Bed information:
      
      | Current | Proposed |
      | ------- | -------- |
      | a. 24 hr. assigned and set-up (Acute Med/Surg) | ____ | ____ |
      | b. 24 hr. assignable-not set-up (Acute Med/Surg) | ____ | ____ |
          These are spaces that meet licensure standards and the hospital has ready access to required movable equipment.
      | c. Dedicated or PPS exempt Psychiatric | ____ | ____ |
      | d. Dedicated or PPS exempt Rehabilitation | ____ | ____ |
      | e. Long Term Care/Nursing Home Beds | ____ | ____ |
      | f. Neonatal Intermediate Care Nursery Level II | ____ | ____ |
      | g. Neonatal Intensive Care Nursery Level III | ____ | ____ |
      | h. Neonatal Intensive Care Nursery Level IV | ____ | ____ |
      | Total Licensed Beds (sum of above) | ____ | ____ |
      | Banked LTC/Nursing Home Beds (Unlicensed) | ____ | ____ |
      | Swing Beds (as defined by Medicare. Beds from “a” above may also be swing beds) | ____ | ____ |

C. Project Implementation
   Intended Project Start Date: ____________       Intended Project Completion Date: ____________

   Note: If this exemption is approved, the project must commence within two years of the exemption issue date unless granted one six-month extension. Commencement is defined in WAC 246-310-010(13) to mean:

   "Commencement of the project" means whichever of the following occurs first: In the case of a construction project, giving notice to proceed with construction to a contractor for a construction project provided applicable permits have been applied for or obtained within sixty days of the notice; beginning site preparation or development; excavating or starting the foundation for a construction project; or beginning alterations, modification, improvement, extension, or expansion of an existing building. In the case of other projects, initiating a health service.”