

**Health Regulation & Licensing  
Administration**

*Sent via Email and US Mail*

NOV 21 2019

**ALERT**

Dear Providers,

This communication serves to inform you that the Department of Health (DC Health), Health Regulation and Licensing Administration (HRLA), has revised and updated the license application for Nurse Staffing Agencies, effective as of the date of this alert.

Among the application changes, please note the following:

- *The same application should be utilized for initial and renewal application requests*
- *An added provision to identify whether the licensee's office location has changed since the last renewal was filed*
- *Policies and Procedures should be submitted with initial and renewal application filings*
- *A Registered Agent should be included by all applicants, not only those with an office location outside of the District*
- *A new section, "Description of Services Provided," that requires completion in order for the application to be considered complete*

For your convenience, please note that the updated application can be located on our website: <https://dchealth.dc.gov/node/148962>.

If you have any questions or need further information, please contact Sharon Mebane, Program Manager, Intermediate Care Facilities Division at [sharon.mebane@dc.gov](mailto:sharon.mebane@dc.gov) or on 202-442-4751.