Incomplete applications will be returned. Prior to submitting the application, ensure it includes all required information, related required documentation, and the fee.

**APPLICATION FOR LICENSE**
Once all required application paperwork and the fee is received, an OHCQ representative will contact your program to schedule a date for an initial State licensure inspection. A State license will be issued based on the results of the on-site inspection.

**FEE**
The non-refundable application fee is $1,500.
The application fee must be submitted with the application. Make the business check, cashier’s check, money order, or personal check payable to: “DHMH.” Starter checks will not be accepted.

**REQUIRED APPLICATION SECTIONS**
- General Information
- Fees
- Ownership
- Background
- Workers’ Compensation
- Surgical Abortion Facility
- Affidavit

**REQUIRED DOCUMENTATION - INITIAL APPLICATION**
1. If the facility is accredited, the facility must submit a copy of the accreditation status letter.
2. Policies and procedures.
3. A written description of the quality assurance program.
4. If your program does not have workers’ compensation insurance AND does not have any employees, submit a Letter of Exemption (sole proprietorships or partnerships) or Certificate of Compliance (corporations or LLCs) from the Certificate of Compliance Coordinator at the Workers’ Compensation Commission. For information call 410-864-5100 or via e-mail at www.wcc.state.md.us.

**CODE OF MARYLAND REGULATIONS (COMAR) 10.12.01**
To obtain a copy of the regulations:
   A. Visit the Division of State Documents website at www.dsd.state.md.us;
   B. Call the Division of State Documents at 410-974-2486 x3876 or 800-633-9657 x3876; or
   C. Visit your library (click this link to find the closest location: www.dsd.state.md.us/Depositories.aspx).

**QUESTIONS**
Please contact 410-402-8270 or visit the OHCQ website at http://dhmh.maryland.gov/ohcq for questions related to the application.

**SEND COMPLETED APPLICATION TO:**
   Ambulatory Care Program
   OHCQ
   Bland Bryant Building
   Spring Grove Hospital Center
   55 Wade Avenue
   Catonsville, MD 21228