

The certification and renewal process is now completed through the [DMHA Provider Portal](#). All information concerning OTP certifications and renewals will need to be entered through this portal.

## **Renewal Information**

### **GENERAL INFORMATION**

OTP and/or ASR certification renewals are due no later than 45 days prior to the date of expiration shown on the agency's current certificate(s). A renewal notification letter will be sent to the agency CEO 90 days prior to the expiration date.

If both the ASR and OTP renewals are due during the same year, you may submit both at the same time using the same application.

#### **Please submit the following documentation for renewal of your OTP:**

- A.** Completed, signed and dated Application For Certification as An Addiction Services Provider (State Form 55376 (R6/2-17))
- B.** Documentation of the most recent license and inspection for each facility, including the following:
  - 1. A periodic inspection of security equipment
  - 2. A periodic inspection of emergency equipment
  - 3. The applicant's procedures for emergency or disaster preparation
  - 4. The most recent annual fire inspection report from the appropriate department of jurisdiction
- C.** Copies of Federal Documentation showing the applicant agency has met the requirements of SAMHSA and the requirements of the federal Drug Enforcement Agency (DEA)

### **SAMHSA**

- 1. Documentation of the latest SAMHSA certification

2. Copy of current federal notification form or forms on file with SAMHSA specifying the names of the following:

- a. The current sponsor and
- b. The current medical director of the OTP.

**DEA**

- 1. Copy of agency's current controlled substances registration certificate from the DEA
- 2. Copy of the medical director's current controlled substances registration certificate from the DEA

- C. Copies of Indiana State Documentation** from the Indiana professional licensing agency (IPLA), including the medical licensing board and the pharmacy board, showing the following:
- 1. The agency's current controlled substances registration certificate issued by the IPLA pharmacy board
  - 2. The agency medical director's current physician license
  - 3. The agency medical director's current controlled substances registration issued by the IPLA pharmacy board

**Please submit the following documentation for renewal of your ASR Certification:**

- 1. Accreditation letter from an accrediting agency approved by the Division
- 2. A copy of the full accreditation agency report
- 3. The accrediting body's survey recommendations
- 4. Your response to the recommendations