

This is DRAFT. It is subject to change based on comments received and ORH Board Approval.

Once an ORH Application is accepted and ORH begins a review, there will be deadlines that the applicant will need to meet in order to continue in the application process and have their application remain active. Applicants will be eligible to request extensions, on the time scale below. The applicant must meet specific criteria in order to be granted an extension. Should the applicant not meet the criteria, the request for an extension will be denied. Applicants will also be permitted to request an additional extension from the board of ORH in emergency circumstances. The board may approve an additional extension for a specific amount of time. No other extensions may be granted. If an applicant does not complete the required actions within the specific timeframe, their application will lapse. An applicant can re-enter the application process by submitting a new application.

<b>Task needing to be completed</b>	<b>Default Time Frame</b>	<b>Maximum ORH Staff Extension</b>	<b>Maximum Board Extension</b>	<b>Total Maximum Extension Time</b>
Responding to policy and procedure review*	45 days	30 days	30 days	60 days
Responding to request to schedule an onsite visit	30 days	30 days	30 days	60 days
Responding to onsite review recommendations*	30 days	60 days	60 days	120 days
Certification Renewal Date	NA	60 days	60 days	120 days
First Fee Payment	30 days from invoice	60 days	60 days	120 days
Second Fee Payment	1 year from date of onsite visit	60 days	60 days	120 days

**Criteria to determine if extension will be approved**

Must request an extension PRIOR to the due date

Extensions may be granted for unforeseen circumstances and emergencies only.

Extensions will only be granted to applicants who have a clear plan that demonstrates their ability to meet the requirements within the new deadline.

Applicants for recertification MUST submit an application for recertification prior to being awarded an extension on their certification renewal date.

Applicants who are unable provide an appropriate reason AND demonstrate that they are able to meet a new deadline, will NOT be granted an extension

\* Applicants must respond to ALL listed items. Applicants are highly encouraged to respond before due date, because if additional questions from staff remain, more time will NOT be granted without an extension.