
Important Reminder: 90-Day Application Submission Requirement in CONNECT

From Office of Licensing <licensingadminsupport@dbhds.virginia.gov>

Date Thu 4/23/2026 2:09 PM

To # CO Licensure (DBHDS) <colicensure@dbhds.virginia.gov>



Office of Licensing

Dear Providers and Applicants,

The Office of Licensing would like to share an important reminder regarding applications created in the CONNECT Provider Portal. Initial applications and modification applications must be submitted within 90 days of the date they are created in CONNECT. Applications that remain incomplete (in pending submission status) and are not submitted within 90 days will be administratively closed by the system, and the applicant/provider will need to begin a new application.

As a reminder, applicants for applicable priority services are required to complete the Initial Applicant Orientation and Comprehensive Knowledge Exam as outlined in prior guidance. To help avoid delays, we encourage all applicants to:

- Review requirements on the Office of Licensing website before starting an application
- Gather and prepare documents for upload in advance
- Wait to begin a new initial application until required training/exam steps have been completed
- Submit all initial and modification applications within 90 days of the date created in CONNECT

For providers submitting modification applications, please carefully consider timing before creating the application. If supporting documents are still pending, it may be best to wait until you are closer to being ready to submit. Starting a modification too early may result in the application being automatically closed if it remains pending beyond the 90-day timeframe.

Thank you for your attention to this update and for your continued partnership.

Thank you,
Office of Licensing

Subscribe

Department of Behavioral Health and Developmental Services | 1220 Bank Street |
Richmond, VA 23219 US

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)