**Section 340.1120 Application for License**

a) *Application* for a license to establish or *operate* a *facility* *shall be made* in writing and submitted *to the Department,* with other such information as the Department may require, *on forms furnished by the Department*. (Section 3-1031of the Act)

b) The license is not transferable. It is issued to a specific licensee and for a specific location. The license and the valid current renewal certificate immediately become void and shall be returned to the Department when a new license is issued to operate the facility; or when operation is discontinued; or when operation is moved to a new location; or when the licensee (if an individual) dies; or when the licensee (if a corporation or partnership) dissolves or terminates; or when the licensee (whatever the entity) ceases to be.

c) *All license applications shall be accompanied with an application fee of $1,990. The fee for a 2-year license shall be double the fee for the annual license.* (Section 3-103(2) of the Act)

d) The Department *may issue licenses or renewals for periods of not less than six* *months nor more than* *18* *months for facilities with annual licenses and not less than 18 months nor more than 30 months for facilities with 2-year licenses in order to distribute the expiration dates of such licenses throughout the calendar year. Fees for such licenses shall be prorated on the basis of the portion of a year for which they are issued*. (Section 3-110 of the Act)

e) The licensee shall qualify for issuance of a two-year license if the licensee has met the criteria contained in Section 3-110(b) of the Act for the last 24 consecutive months.

f) *A renewal application shall not be approved unless the applicant has provided to the Department an accurate disclosure document in accordance with the Alzheimer's Special Care Disclosure Act* [220 ILCS 4] and Section 340.1125 of this Part, if applicable. (Section 3-115 of the Act)

(Source: Amended at 35 Ill. Reg. 11896, effective June 29, 2011)