Certificate of Need (CON) Web-Based Application
Frequently Asked Questions

1. Will an applicant be required to submit the web-based Certificate of Need (CON) application? When is the application available?

Per Regulation 60-15, Section 301.1, an applicant may utilize either the web-based Certificate of Need (CON) application or by such other means the Department may provide. Examples of "other such means the Department may provide," would be submission of a paper application or a PDF application via email. The web-based application will be available starting Tuesday, July 1, 2025.

2. Will the web-based submission decrease the time to respond to the applicant regarding: acceptance status?

The CON staff will provide a response to the submitted web-based application of either "Accepted for Filing," "Not Accepted for Filing," or "Additional Information Needed" within 48 hours of receipt of application, except if a weekend or State Holiday, then the following business day.

3. For questions having a longer response, such as question B11, can the response box be larger than a few lines to be seen?

Presently, the boxes will expand for information to be seen. There is also an arrow on the side to scroll up and down. The boxes have an unlimited number of characters.

4. Are you able to cut and paste from a word document into the web-based application?

An applicant can cut and paste from a word document into the application.

5. For questions marked as requiring an attachment, there are instances where an attachment may not be applicable. Do you recommend uploading a document which says, "Not Applicable?"

The applicant should upload a document which states "Not Applicable."

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6. Is it possible to review a draft of the application before finalizing and submitting to the Department?

Applicants can utilize the "download" icon at the top of the document to obtain a PDF version of the application.

7. Once the application is submitted, is it possible to receive a copy of what was submitted for our records?

The applicant will receive a copy of the application in an email when the application has been accepted for filing by the Department.

8. Our office prepares and submits CON applications on behalf of our clients. Would our office sign the "Proposal Prepared by" section? Typically, this would be signed by our clients.

The applicant (i.e. client) would start the application by completing the "Proposal Prepared by" section and then forward the application to the consultant for completion. The consultant may choose to complete the "Proposal Prepared by" for the applicant.

9. When the application is complete and our client instructs us to complete the signature at the bottom of the application, would our office sign or can we upload a document with our client's signature?

The consultant would notify the applicant the application is complete and needing signature and submission. The consultant may choose to sign and submit the application.

10. There is a note that once an application is saved, attachments cannot be removed. Does this mean we should wait until the application is ready to be submitted to add the attachments?

Attachments can be added anytime during application development. Once an attachment has been added to the document, it cannot be removed. If an attachment is uploaded in error, a corrected document can be attached at any time prior to submission.

11. Can multiple collaborators work on different sections of the web-based application at the same time?

Yes, multiple collaborators can work simultaneously on the application.

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