



Executive Office of Health and Human Services  
Department of Public Health  
Bureau of Health Care Safety and Quality  
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### Memorandum

**TO:** Licensees and Administrators of Licensed Health Care Facilities

**FROM:** Elizabeth D. Kelley, MPH, MBA, Director  
Bureau of Health Care Safety and Quality

**SUBJECT:** Renewal of Expired and Expiring Licenses

**DATE:** October 30, 2020

The Massachusetts Department of Public Health (DPH) continues to work with state, federal and local partners on the outbreak of Coronavirus Disease 2019 (COVID-19), caused by the virus SARS-CoV-2, and we continue to appreciate the essential role you have in responding to this evolving situation.

This memorandum is to notify licensees and registration holders that DPH is requiring licenses for long term care facilities, hospitals, clinics, ambulatory surgical centers, hospice agencies, out of hospital dialysis units, adult day health programs, clinical laboratories and registrations or approvals for temporary nurse staffing agencies and nurse aide training programs with an expiration date subsequent to March 10, 2020 and on or before December 31, 2020, be renewed on or before December 31, 2020.

In conjunction with the declaration of a state of emergency on March 10, 2020, Governor Baker extended the expiration date of the above licenses, registrations and approvals under COVID Order Number 17: <https://www.mass.gov/doc/march-26-2020-permit-extension-order/download>.

Subsequently, under COVID Order Number 41, issued in conjunction with the phased re-opening of the Commonwealth, the order extending the expiration dates of the above licenses, registrations and approvals has been rescinded: <https://www.mass.gov/doc/signed-rescission-and-childcare-reopen-order-41/download>.

DPH, in order to facilitate orderly and timely renewal, is providing licensees and registration holders the following guidance on the renewal process.

**Resumption of License Renewal Process:**

During the past six months, DPH staff have been sending out renewal applications, and processing completed renewal applications. DPH staff will continue to send renewal application packets approximately sixty to ninety days prior to the expiration date of the license, registration or approval.

Applications sent to DPH must include all required attachments, including a check for the renewal fee if required, and must be signed by the licensee or their legally authorized representative. Incomplete applications should not be submitted and will not be approved.

DPH staff will process completed applications for renewal in order of receipt, and issue a new license, registration or approval when the criteria for renewal have been met. The license, registration or approval will be dated to expire from the date of the end of the prior license, registration or approval period.

**Deadline for Completion of Renewal:**

Renewal applications should be submitted at least thirty days in advance of the expiration date, or no later than November 30, 2020, to allow sufficient time for processing.

If you have questions, please email: [DPH.BHCSQ@MassMail.State.MA.US](mailto:DPH.BHCSQ@MassMail.State.MA.US).

Additionally, please visit DPH's website that provides up-to-date information on COVID-19 in Massachusetts: <https://www.mass.gov/2019coronavirus>.