**Section 119.310 Application acceptance and verification**

a) Applications for certification shall be deemed received by the Department on the postmarked date.

b) The Department shall notify a provider of any error or omission made on the application within 30 days. If the provider fails to respond to the notice within 30 days, the Department shall terminate the application process and notify the provider within 30 days.

c) The Department shall either approve or disapprove the application within 90 days after its receipt.

d) The Department shall verify information supplied in applications. This may be done by telephone with the applicant or through information provided by independent parties.