



Certificate of Need (CON) Electronic Application

Why a Certificate of Need (CON) Web-Based Application?



- Regulation 60-15, Section 301 states: *"The application shall be submitted utilizing the web-based application available on the Department's website or by such other means the Department may provide."*
- The applicant can utilize the web-based application; OR
- The applicant can download the digital application from the website and submit via email to CONinfo@dph.sc.gov



Regulation 60-15

The link below for Regulation 60-15, *Certification of Need for Health Facilities and Services*, provides information on the facilities and services requiring a Certificate of Need (CON).

<https://dph.sc.gov/sites/scdph/files/Library/Regulations/R.60-15.pdf>

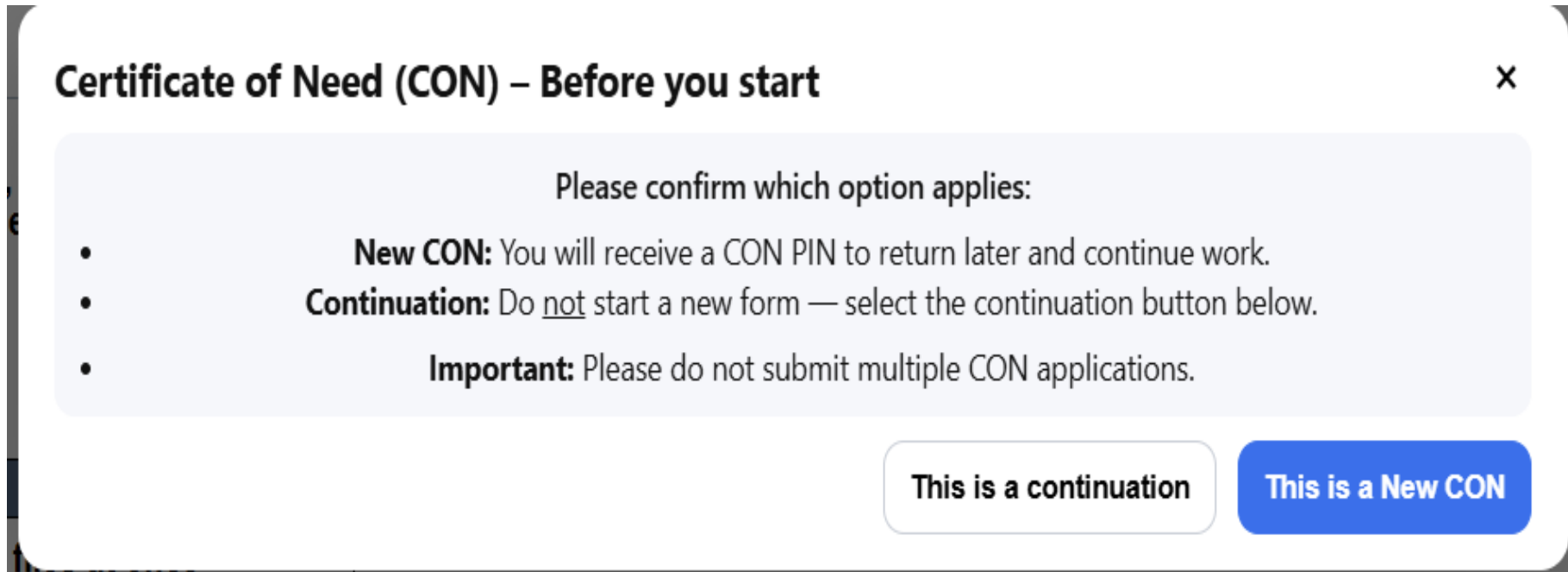


Certificate of Need (CON) Fees

- Initial Filing Fee
 - Five hundred dollar (\$500.00) non-refundable fee due at time of application submission
- Application Fee
 - One half of one percent (.5% or .005) of the total project cost payable when the application is deemed complete
- Issuance Fee
 - Seven thousand five hundred dollars (\$7,500.00) paid if the total project cost is one million four hundred thousand dollars (\$1,400,000.00) or greater

Certificate of Need (CON) Web-Based Application

When the applicant opens the CON web-based application, he/she will receive the screenshot below to confirm if this is a new application or a continuation of an application.

The screenshot shows a web-based application window titled "Certificate of Need (CON) – Before you start" with a close button (X) in the top right corner. The main content area has a light blue background and contains the text "Please confirm which option applies:" followed by a bulleted list. The first bullet point is "New CON: You will receive a CON PIN to return later and continue work." The second bullet point is "Continuation: Do not start a new form — select the continuation button below." The third bullet point is "Important: Please do not submit multiple CON applications." At the bottom of the window, there are two buttons: "This is a continuation" (a light blue button with a dark blue border) and "This is a New CON" (a solid blue button with white text).



Certificate of Need (CON) Web-Based Application

To continue an existing application, the applicant must have his/her PIN number to input when this message appears. If an applicant does not have a PIN, please contact the CON program at the S.C. Department of Public Health.

CON PIN Required

You cannot continue without your CON PIN.

If you are continuing an existing Certificate of Need (CON) **application**, you must enter the assigned **CON PIN** previously emailed in the box below to access your active CON data.

If you do not have your PIN, please contact the **South Carolina Department of Public Health CON program** at:

coninfo@dph.sc.gov

Enter your CON PIN

Enter your PIN to continue

Continue

Certificate of Need (CON) Web-Based Application



Certificate of Need for Health Facilities and Services

502

2/5/2025

Proposal Prepared By: Part A Part B Part C Part D

Henry Yetta	CEO	Test Organization		
Name	Title	Organization		
555 Test St		Columbia	SC	29201
Address		City	State	Zip Code
(555) 555-5555		testemail@test.com		
Telephone Number	Fax Number	E-mail		

The Applicant hereby certifies that the information contained in this Application, including all assurances and attachments, are correct to the best of their knowledge and belief.

Henry Yetta
2/5/2025
1:15:06 PM

Applicant's Signature

- Applicant clicks on the link to access the Web-Based CON application:
<https://liquidoffice.dhec.sc.gov/lfserver/CON-Process>
- Web-Based CON application opens and can be completed by the applicant.
 - The applicant **MUST** complete and sign the *Proposal Prepared by* section prior to completing the questionnaire in Part A.

Certificate of Need (CON) Web-Based Application



When the applicant clicks on the signature box, they will be prompted to select “OK” to approve and move forward in the application process.

liquidoffice.dhec.sc.gov says

I, Henry Yetta, on 2/5/2025, 1:15:06 PM, hereby affirm that I approve this document.

Role: User

Form: Certificate of Need

Signature Field: PB_sig

Signature Description: Applicant's Signature

OK

Cancel

Certificate of Need (CON) Web-Based Application



- When starting Part B of the application, there will be comment boxes, with an unlimited number of characters, associated with each question.
- There are attachment buttons allowing the applicant to upload documents for each question, if needed.
- Once an attachment has been uploaded, the applicant will indicate by completing the checkbox next to the attachment button.

(11) Demonstrate that the proposed project is needed or projected as necessary to meet an identified need of the public. This shall address at a minimum: identification of the target population; the degree of unmet need; projected utilization of the proposed facility or service; utilization of existing facilities and services; past utilization of existing similar services within the facility; and justification that the proposed project will not unnecessarily duplicate existing entities. The applicant must show all assumptions, data sources, and methodologies used. The applicant must use population statistics consistent with those generated by the Office of Revenue and Fiscal Affairs. Applicant **must** attach a document (s) to this section.

Attach

☐

Certificate of Need (CON) Web-Based Application



- When an applicant has entered information in the application and is ready to save, they will need to scroll to the bottom of the application and click “Save Progress and Email PIN to Preparer.”
 - The applicant, completing the *Prepared by* section, will receive an email containing a PIN number and additional instructions for sharing with other collaborators.
 - The applicant will forward the email to additional collaborators, if needed, to complete sections of the application.
- The applicant can click the button, Part A, B, C, or D, at the top of any page to access the section needing completion.
- As the applicant is completing the CON application, they will be able to view attachments previously uploaded in the document. These will be located at the bottom of the application in the “Previous Attachments” box.

Previous Attachments:

Publishing_Notice--test(3)

Certificate of Need (CON) Web-Based Application

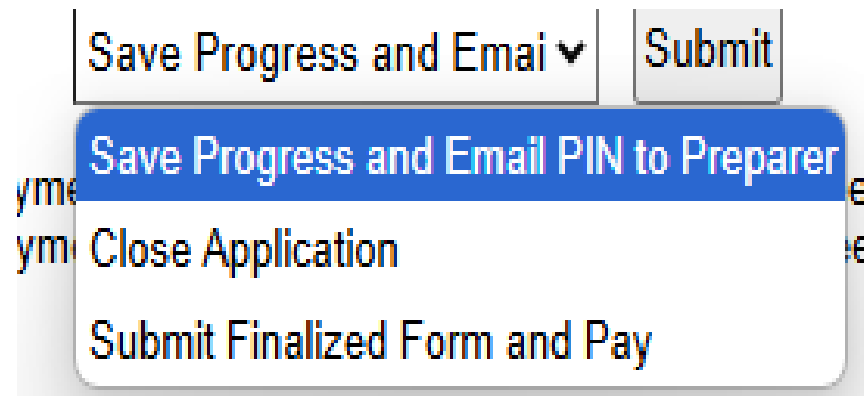


- If an uploaded attachment needs to be deleted, it must be in the “Current Attachments” box at the bottom of the application.
- The applicant can attach replacement documents by selecting “Attach” located beside the appropriate question. Please note, documents can be added at any time to a question within the application.
- Previously uploaded attachments cannot be removed once the application has been saved. Attachments that are visible in the “Current Attachments Box” can be removed prior to saving the application.

A screenshot of the 'Current Attachments' section of the application. On the left, there are two buttons: a green 'Attach' button and a red 'Remove' button. To the right of these buttons is a box titled 'Current Attachments:'. Inside this box is a list of attachments: 'Planning_Committee_Governing_Council_Approv' and 'Licensing_Agency_Support--test (3)'. The list has a vertical scrollbar on the right side, and a small upward-pointing triangle is visible next to the first attachment name.


Certificate of Need (CON) Web-Based Application

- When the applicant has completed information and is ready to save, they will need to scroll to the bottom of the application and click "Save Progress and Email PIN to Preparer." The applicant, completing the *Prepared by* section, will receive an email each time updates have been completed within the application.
- If the applicant selects, "Close Application," any additions or changes made will not save.
- When the applicant is ready to submit the CON application, he/she will complete the signature at the bottom of the application, select "Submit Finalized form and Pay," and click submit.



Certificate of Need (CON) Web-Based Application



✓ Continuous ▼ 

ed for Health
Services

716
6/27/2025

Applicants can utilize the “download” icon, at the top of the web-based application to obtain a PDF version prior to submission.

Part A Part B Part C Part D

Certificate of Need (CON) Web-Based Application



- The applicant will select the form of payment for the initial filing fee at the bottom of the application.
 - eCheck
 - Credit Card

When selecting eCheck payment, the applicant will incur a \$1.00 portal fee and \$2.50 eCheck fee.

When selecting credit card payment, the applicant will incur a \$1.00 portal fee and 1.7% credit card fee.

☐ eCheck ☐ Credit Card

Certificate of Need (CON) Web-Based Application



- Applicants will be redirected to the SC.GOV payment portal to provide payment details for the CON initial filing fee, after submitting the CON application.

A screenshot of the SC.GOV payment portal for a Certificate of Need (CON) filing fee. The interface is divided into several sections: Transaction Detail, Transaction Summary, Payment, Customer Information, and Payment Information. A red callout box with a red arrow points to the Credit Card Type field in the Payment Information section, stating: "Payments are processed statewide in the same format for consistency." The Transaction Detail section shows a table with one item: Certificate Of Need Filing Fee, priced at \$500.00. The Transaction Summary section shows the same item with a total of \$501.00, including a \$1.00 service fee. The Payment section shows the selected payment type as Credit/Debit Card. The Customer Information section shows the user's name, address, phone number, and email. The Payment Information section shows the credit card details, including the card number, expiration date, security code, and name on the card. A "Next" button is visible at the bottom right of the Payment Information section.

1 Payment Type 2 Customer Info 3 Payment Information 4 Submit Payment

Transaction Detail

The following amounts will be remitted back to the SC Department of Public Health (DPH).

SKU	Description	Unit Price	Quantity	Amount
NPS000	Certificate Of Need Filing Fee	\$500.00	1	\$500.00
			Total	\$500.00

Transaction Summary

Certificate Of Need Filing Fee	\$500.00
Service Fee*SC.GOV	\$1.00
Total	\$501.00

Payment

Payment Type: Credit/Debit Card

Customer Information

Address: Dusty Swan, Test, 3450 Quail Dr, Pace, SC 32571
Phone Number: 8585858585
Country: United States
Email Address: swan@dphe.sc.gov

Payment Information

Credit Card Number: 4042434242424242
Credit Card Type: VISA
Expiration Month: 12 - December
Expiration Year: Select a Year
Security Code: 123
Name on Credit Card: Dusty Swan

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Payments are processed statewide in the same format for consistency.

Next >

Cancel

Certificate of Need (CON) Web-Based Application



- Applicants receive immediate on-screen confirmation once the initial filing fee payment is initiated. A confirmation email will be sent if an email address has been provided during the CON application submission.

A screenshot of the Certificate of Need (CON) web-based application interface. The interface is divided into several sections: 'Transaction Detail' at the top, 'Payment' in the middle, and 'Customer Information' at the bottom. The 'Transaction Detail' section shows a table with columns for SKU, Description, Unit Price, Quantity, and Amount. The 'Payment' section shows a 'Payment Type' dropdown set to 'Credit/Debit Card'. The 'Customer Information' section contains various input fields for personal and company details. A 'Transaction Summary' box on the right shows the total amount of \$501.00. A red callout box with arrows pointing to the 'Need Help?' link and the 'Next' button contains the text: 'Applicant is redirected to SC.GOV payment portal. The purchase information is passed to the SC.GOV payment portal.'

Certificate of Need (CON) Web-Based Application



- If payment is successful, the submitted CON application will proceed with further processing.
- If payment does not process, the application will not move forward.

Certificate of Need (CON) Web-Based Application



- The CON Program will receive an email notification to CONinfo@dph.sc.gov containing information on the submitted application, following successful initial filing fee payment.

The screenshot shows an email notification from the South Carolina Department of Public Health (DPH). The header features the DPH logo and the text "New CON Application Received: 512". The body of the email greets the "CON Team" and states that a new Certificate of Need application has been received. It provides the following details: Record ID: 512, Facility Name: Test, County: CHESTERFIELD, Facility Type: Hospital, and Purpose of Review: New Facility. Below this information, there are two buttons: "Certificate of Need" and "AppXtender". The email also includes a section titled "INSTRUCTIONS:" with a numbered list of steps for accessing the application, logging in, and submitting the application. The footer of the email reads "Healthcare Quality SC Department of Public Health".

New CON Application Received: 512

Hello CON Team,

A new Certificate of Need application has been received!

Record ID: 512
Facility Name: Test
County: CHESTERFIELD
Facility Type: Hospital
Purpose of Review: New Facility

Please click the button below to view the newly submitted Certificate of Need application.

Certificate of Need

Please click the button below to view the newly submitted Certificate of Need application.

AppXtender

INSTRUCTIONS:

1. Click the button above to access Liquid Office.
2. Use your DPH credentials to log in.
3. Find and double click the appropriate form.
 - a. Review and make edits if necessary.
4. To Accept for Filing
 - a. Select Accept for Filing from the submit menu.
 - b. Click GO.
5. To Not Accept for Filing,
 - a. Select Not Accepted for Filing from the submit menu.
 - b. Click GO.
6. To Return to the Sender for additional information,
 - a. Select Additional Information Needed from the submit menu.
 - b. Click GO.

Healthcare Quality
SC Department of Public Health



Certificate of Need (CON) Web-Based Application

Following receipt of the application, the CON Program will select one (1) of the three (3) options in the submission drop-down menu.

- Accepted for Filing
- Not Accepted for Filing
- Additional Information Needed

A screenshot of the web-based application interface. It shows a dropdown menu with three options: "Accepted for Filing", "Not Accepted for Filing", and "Additional Information Needed". The "Additional Information Needed" option is currently selected and highlighted in blue. To the right of the dropdown menu is a "Submit" button. Below the dropdown menu, there is a "Note" field with a vertical line indicating where a note can be entered.

Additional Information Needed ▼

Submit

Accepted for Filing

Not Accepted for Filing

Additional Information Needed

Note

Certificate of Need (CON) Web-Based Application



- If the CON program selects “Accepted for Filing,” the application will be accepted.
- The applicant will receive an email, with the completed application, informing he/she the application was accepted for filing.

 **Certificate of Need Application
512 has been accepted for filing!**

Hello Henry Yetta,

Your Certificate of Need application has been **accepted for filing!**

Attached is a PDF of the completed application with attachments for your records.

Within 15 calendar days of publication in the State Register of acceptance for filing, the Department may request additional information as may be necessary to complete the application.

If you have additional questions regarding your application, please email us at CONinfo@dph.sc.gov.
Healthcare Quality
SC Department of Public Health

Certificate of Need (CON) Web-Based Application



- If the CON program selects “Not Accepted for Filing,” the application will be rejected.
- The applicant will receive an email with the reason for rejection, with the option to make application edits and resubmit.

A screenshot of an email notification from the South Carolina Department of Public Health (DPH). The email has a dark grey background with a red header bar. The header bar contains the DPH logo on the left and the text "Certificate of Need Application 512: Not Accepted for Filing" on the right. The body of the email is white and contains the following text: "Hello Henry Yetta," followed by "Unfortunately your Certificate of Need application is not accepted for filing at this time due to:". Below this is a bolded line: "No PHI needed. Please resubmit with no PHI and the correct information." This is followed by "Please feel free to click the link below and resubmit with the above requested documentation." and a blue button labeled "Get Started". Below the button is a section titled "INSTRUCTIONS:" followed by a numbered list: "1. Click the button above to access the application.", "2. Edit any field necessary.", and "3. Add any attachments using the buttons next to the appropriate questions." Below the list is a note: "Multiple documents and pictures are able to be uploaded via the same button." At the bottom of the email is a footer with the text: "If you have additional questions regarding your application, please email us at CONinfo@dph.sc.gov." and "Healthcare Quality SC Department of Public Health".

Certificate of Need (CON) Web-Based Application



- The applicant will receive an email explaining what additional information is needed.
- The email contains instructions on how to make edits to the application.

The image is a screenshot of an email interface. At the top left is the South Carolina DPH logo. To its right, the email title "Information Needed for Certificate of Need Application 512" is displayed in white text on a dark blue background. The main body of the email is on a dark grey background. It begins with "Hello Henry Yetta," followed by a paragraph stating that the application is under review and additional information is required. A bolded warning states: "This is from the Notes box on the form that only the CON team can see. Anything in this box will be put into the Not Accepted for Filing or Additional Information Needed email." Below this, a line of text instructs the user to click a button to access and edit their application. A blue button with the text "Certificate of Need Application" is shown. Underneath, a section titled "INSTRUCTIONS:" contains a numbered list of three steps: 1. Click the button above to access the application. 2. Edit any field necessary. 3. Add any attachments using the buttons next to the appropriate questions. A note below the list states: "Multiple documents and pictures are able to be uploaded via the same button." At the bottom, a horizontal line separates the main content from the footer, which includes contact information: "If you have additional questions regarding your application, please email us at CONinfo@dph.sc.gov." and "Healthcare Quality SC Department of Public Health".



CONTACT US

Certificate of Need (CON)

Phone: (803) 545-4200

Email: CONinfo@dph.sc.gov