



Architectural and Engineering Self-Certification (AES) Process Flowchart



Applicant/Design Professional downloads Current AES form titled "Self-Certification Form for Architects and Engineers with Effective Date May 1, 2016"

The Applicant and Design Professional review the Project Eligibility Check List shown below:

Eligibility Check List	
<b>Does the project include any of the following?</b>	
1.	Is a waiver required?
2.	Will the project costs exceed \$15,000,000.00 (fifteen million dollars.)?
3.	Is Bulk Oxygen /Medical Gas Storage associated with this project? Examples of Bulk Oxygen /Medical Gas Storage projects include but not limited to the following:
	<ul style="list-style-type: none"> <li>a. Hyperbaric Chambers</li> <li>b. Bulk Systems include Nitrous Oxide System and Oxygen System: Definitions as defined below:</li> </ul>
3.	Bulk Nitrous Oxide System. An assembly of equipment as described in the definition of bulk oxygen system that has a storage capacity of more than 3200 lb (1452 kg) [approximately 28,000 ft3 (793 m3) (NTP)] of nitrous oxide. (PIP)ground
	Bulk Oxygen System.* An assembly of equipment such as oxygen storage containers, pressure regulators, pressure relief devices, vaporizers, manifolds, and interconnecting piping that has a storage capacity of more than 20,000 ft3 (566 m3) of oxygen (NTP) including unconnected reserves on hand at the site. The bulk oxygen system terminates at the point where oxygen at service pressure first enters the supply line. (PIP)
4.	Will this project have Locked or Secured Units? Examples of Locked or Secured Units include but not limited to the following:
	a. Observation Units for behavioral health in ED's.
	b. Behavioral health located within inpatient settings.
	c. Nursing Homes or other facilities with Dementia Units that are locked.
5.	Will this project involve construction of new procedure rooms, new operating rooms, renovations and or alterations to existing procedure rooms and or operating rooms, including modifications made to existing support systems, including, but not limited to heating, cooling, plumbing, electrical systems, medical gas systems, fire detection and fire protection systems, located in hospitals and existing ambulatory surgery centers? Examples, include but not limited to the following.
	a. Endoscopy and or Other Procedure Rooms.
	b. Class "B" and Class "C" Operating Rooms
	c. Interventional Imaging <ul style="list-style-type: none"> <li>i. Located in procedure rooms</li> <li>ii. Located in operating rooms</li> </ul>
6.	Is this a project requiring construction that is required to comply with New Ambulatory Health Care Occupancies as indicated in Chapter 20 of NFPA 101, 2000 edition requirements? Examples, include but not limited to the following:
	a. New Ambulatory Surgery Center
	c. Endoscopy Centers and or Other Procedure Rooms.
6.	b. Free Standing Emergency Departments providing Definitive Care.
	7. Is this project intended to provide Ventilator units for patients located in nursing homes?

Does project qualify for Self-Certification?

If No to all from the Eligibility Check List, the project qualifies for Self-Certification

If, yes to any of the questions from the Eligibility Check List, the project does not qualify for Self-Certification and shall be submitted for an Architectural and Engineering Review

1. Complete the appropriate Certification Letter in its entirety.
2. Project Description concurs with the CON Project Description.
3. The design professional shall clearly stamp and seal the Certification Letter.
4. Notarization of the applicant's signature is required.
5. Only the applicant can complete the notarized section. If completed by others, the certification will be null and void.
6. The notary date and applicant signature date shall not differ from each other.
7. Notary Stamp and expiration date shall be legible.
8. Administrative Reviews require Schedule 8 to be completed.
9. Limited Reviews require Schedule LRA 2 to be completed.
10. Project construction dates are required to be entered into the appropriate schedules.
11. Anticipated construction start and completion dates shall be included. The start of construction date shall not be less than 60 days as a minimum from the project submission date.

Submit entire application to New York State Electronic Certificate of Need (NYSE-CON)

Bureau of Project Management reviews and distributes application to be processed as a Self-Certification (AES)

AES verifies Certification Letter is accurate and complete

Construction Start and Completion Dates Condition document is developed

Does not comply with requirements

Recommendation/Approval to NYSE-CON is entered as Final. The Construction Start and Completion Dates Condition document with the approval is applied

Request correct Certification Letter and/or additional information from the applicant

Complies with requirements

Correct Certification Letter or additional information received

Approval Letter is issued by Project Management Unit (PMU) when all the review units are completed and project approval is signed off by executive staff

