



# LICENSING ALERT

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Division of Drug and Alcohol Program Licensure  
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## PROJECT DIRECTOR REQUIREMENTS

This Licensing Alert is to clarify the designation of a Project Director as required by 28 Pa. Code, relating to selecting a project director as the person officially responsible to the governing body. A project (one or more facilities) may have only one project director. Multiple facilities that are part of a project may have different facility directors. The project director may also be the facility director.

The published definition for project director as found in 28 Pa. Code, § 701.1 is as follows:

*Project director* – The administrator of the treatment project who is responsible for the overall management of the project and staff and who meets the education and experience requirements in Chapter 704.

The project director has the responsibility or authority to execute contracts, establish wage scales, approve personnel policies, manage fiscal matters, and perform other related duties. The organizational chart of the project must clearly indicate that the project director reports to the governing body. In most instances, the project director will be the Executive Director or in the case of a hospital, the hospital administrator.

The project director needs to meet the qualifications specified in 28 Pa. Code § 704.5(c) of the Staffing Requirements for Drug and Alcohol Treatment Activities, as well as the training requirements of 28 Pa. Code § 704.11(b), (c), (d)(1), and (d)(2).

Should you have questions regarding this Alert, please contact the Division of Drug and Alcohol Program Licensure at 717-783-8675.

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