

Approved By:

- I. PURPOSE:** The purpose of this policy is to document the length of time license applications are valid.
- II. POLICY STATEMENT:** Unless otherwise stated in Department or Board regulations, initial and reinstatement applications for licensure, certification or registration shall be valid for one year from the date the application is received by the Department of Professional and Occupational Regulation (DPOR). If the requested authorization to practice the profession or occupation is not granted within the period established by this policy, the application shall expire.
- III. DEFINITIONS:**
- Application For the purposes of this policy only, applications shall include applications for initial licensure, certification or registration; applications for reinstatement of licensure, certification or registration; and all required supplemental documentation and fees. Renewal applications are excluded from the provisions of this policy.
- IV. RELATED DOCUMENTS:** N/A
- V. GENERAL PROVISIONS:**
- A. Unless otherwise stated in Department or Board regulations, initial and reinstatement applications for licensure, certification or registration shall expire one year from the date the application is received by the Department.
 - B. Fees associated with unexpired reinstatement applications shall be assessed once per transaction (decision to approve or deny). This includes reinstatement applications valid for more than one year pursuant to Department or Board regulations.
 - C. Application and reinstatement fees associated with unexpired applications may be transferred to another application in the same board or regulatory program at the Board's discretion. This includes updated applications requested by the Board or regulatory program.
 - D. Application and reinstatement fees for expired applications are nonrefundable and shall not be applied or transferred to another application.