

Approved By:

- I. **PURPOSE:** The purpose of this policy is to document the requirements that must be met for military spouses to qualify for expedited processing of license applications under the provisions of § 54.1-119 of the *Code of Virginia*.
- II. **POLICY STATEMENT:** Pursuant to § 54.1-119 of the *Code of Virginia*, the Department of Professional and Occupational Regulation shall expedite the processing of applications for military spouses that meet the qualifications set forth in statute.
- III. **DEFINITIONS:**
- Expedited processing Processing of applications under the provisions of § 54.1-119 of the *Code of Virginia* is performed as soon as practicable and not based on order of receipt.
- IV. **RELATED DOCUMENTS:** n/a
- V. **GENERAL PROVISIONS:**
- A. **APPLICABILITY**
- This policy applies to those applicants who hold a license, certificate, registration, permit or other authorization in another jurisdiction where the Virginia Board has deemed the entry requirements to be substantially equivalent to those in Virginia.
- B. **REQUIREMENTS**
- The Department shall expedite the processing of applications for individuals that meet the following criteria.
1. The applicant shall submit a complete application.
 2. The applicant must hold the same or similar license, certificate, registration, permit, or other authorization required for the practice of any business, profession or occupation issued by another jurisdiction based on requirements in such other jurisdiction that are substantially equivalent to those required in Virginia.
 3. The applicant shall not have engaged in any act that would constitute grounds for disciplinary action.
 4. The applicant's spouse must be the subject of a military transfer to the Commonwealth of Virginia.
 5. If the board is unable to complete the review of the documentation provided by the applicant or make a final determination regarding substantial equivalency within 20 days of receipt of a completed application, the board shall issue a temporary license, permit or certificate provided the applicant otherwise meets the qualifications set forth in subsection A of §54.1-119 of the *Code of Virginia*. A temporary license, permit or certificate shall be valid for twelve months or until the permanent license, permit or certificate is issued, whichever occurs first. Temporary licenses, permits or certificates shall not be renewed or reinstated.
- C. **NON-QUALIFIED APPLICANTS**
- Applicants applying under the provisions of §54.1-119 of the *Code of Virginia* that do not appear to meet all requirements for expedited processing shall have their application reviewed, receive notification of deficiencies and be scheduled for any administrative proceedings in an expeditious manner.
- D. **EXEMPTIONS**
- The provisions of §54.1-119 of the *Code of Virginia* do not apply to Branch Pilot licenses issued by other jurisdictions as they are not deemed substantially equivalent.