



**LICENSING & REGULATION POLICY #300-02
APPLICATION & APPLICATION FEE EXPIRATION**

Effective Date: January 15, 2009

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 board regulation, 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. 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 shall be defined as applications for initial licensure, certification or registration or applications for reinstatement of licensure, certification or registration, including 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 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. Application and reinstatement fees for expired applications are nonrefundable and shall not be applied or transferred to another application.
 - 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.

Policy Title:	Licensing & Regulation Policy #300-02 Application & Application Fee Expiration	Effective:	01/15/2009
Submitted By:	Dawn Waters, Policy & Planning Director	Guidance Document:	Yes
Supersedes:			Page 1 of 1