

Office of Regulatory Management
Economic Review Form

Agency name	Department of Professional and Occupational Regulation
Virginia Administrative Code (VAC) Chapter citation(s)	N/A
VAC Chapter title(s)	N/A
Action title	Revision to Agency Policy Guidance Documents on Town Hall
Date this document prepared	June 20, 2025
Regulatory Stage (including Issuance of Guidance Documents)	Guidance Documents (amendments)

Cost Benefit Analysis

Complete Tables 1a and 1b for all regulatory actions. You do not need to complete Table 1c if the regulatory action is required by state statute or federal statute or regulation and leaves no discretion in its implementation.

Table 1a should provide analysis for the regulatory approach you are taking. Table 1b should provide analysis for the approach of leaving the current regulations intact (i.e., no further change is implemented). Table 1c should provide analysis for at least one alternative approach. You should not limit yourself to one alternative, however, and can add additional charts as needed.

Report both direct and indirect costs and benefits that can be monetized in Boxes 1 and 2. Report direct and indirect costs and benefits that cannot be monetized in Box 4. See the ORM Regulatory Economic Analysis Manual for additional guidance.

Table 1a: Costs and Benefits of the Proposed Changes (Primary Option)

(1) Direct & Indirect Costs & Benefits (Monetized)	DPOR has previously posted to Virginia Regulatory Town Hall many agency policies. These documents are included in the agency’s listing of guidance documents. These documents pertain to DPOR and its operations generally and are not regulatory in nature. This action will make amendments to the following guidance documents on Virginia Regulatory Town Hall: 1. Policy #100-01 – Establishing, Revising and Repealing Department Policy. The policy establishes procedures for creating, revising, and repealing DPOR policies. The following changes are made to the policy: a. Formatting of the document is changed. b. The term “OPI” which means Office of Performance and Innovation is added. c. The term “Information Management Director” is replaced with “OPI Director” throughout the document. d. The term “DPOR Director” is replaced with the term “Agency Director” throughout the document. e. The term “Division Directors” is replaced with the term “Section Directors” throughout the document. 2. Policy #100-05 – License Suspensions. The policy establishes procedures for suspending and removing suspensions on licenses, certifications, and registrations, and other authorizations issued by DPOR. The following changes are made to the policy: a. Formatting of the document is changed. b. The term “Deputy Director for Communications and Board Operations” is replaced with “Deputy Director for Licensing and Regulatory Programs” throughout the document. c. The policy is revised to provide that a designee of a program Executive Director may process suspensions under the policy. d. Policy provisions regarding disciplinary suspensions are revised to provide that the record history for the license, certificate, or registration under suspension reference the applicable disciplinary case number. e. Policy provisions regarding disciplinary suspensions are revised to provide that notification to a regulant of a suspension may occur through a carrier service with delivery confirmation. f. Policy provisions regarding court-ordered suspensions are revised to provide that notification to a regulant of a
--	--

	suspension may occur through a carrier service with delivery confirmation. g. Provisions regarding removal of suspensions are revised to remove provisions indicating that if the suspension lasted for one year or less, the regulant would have 30 days to comply with renewal requirements; if the suspension was over a year, the regulant would have to meet renewal, reinstatement, or re-applications requirements. 3. Policy #100-06 – Subpoenas/Service of Process/Notices. The policy provides DPOR employees with procedures for receiving, documenting, distributing, and responding to a subpoena, process, or notice. The following changes are made to the policy: a. Formatting of the document is changed. The styling of policy title is changed. b. Provisions regarding notices that must be immediately referred to the Office of Attorney General are revised to provide that documents may be delivered via UPS instead of hand-delivered. c. Provisions regarding matters that must be immediately referred to the Office of Attorney General are revised to remove: (i) service on DPOR Director pursuant to Long Arm statute; (ii) service or delivery of documents/notices/petitions that call for DPOR response in a period of time; and (iii) subpoena <i>duces tecum</i> served on Department less than 5 workdays prior to date for compliance. d. Provisions regarding notices that must be immediately referred to the Office of Attorney General are revised to remove a statement that the DPOR Director’s executive assistant should send fax or all service related to personnel matters to the Office of Attorney General and immediately deliver original document to DPOR Human Resources. e. Provisions regarding notices that must be immediately referred to the Office of Attorney are revised to remove a statement that DPOR’s Records and Freedom of Information Act (FOIA) manager immediately notify the Office of Attorney General of service received that is not covered in the parts of the agency policy pertaining to appeals or matters that must be immediately referred to the Office of Attorney General. 4. Policy #100-18 – Alternative Dispute Resolution. The policy established DPOR’s policy regarding the use of alternative
--	--

	dispute resolution (ADR). The following changes are made to the policy: - Formatting of the document is changed. - Provisions in the policy regarding the Virginia Administrative Dispute Resolution Act Interagency Council (VADRA Council) are removed as the VADRA Council has been disbanded. - The policy is revised to provide that DPOR staff may consult with the Virginia Supreme Court's Mediation Certification Program and local mediation resources for consultation and guidance on ADR matters. The policy previously provided that the VADRA Council would serve as a resource for consultation and guidance. - The policy is revised to provide that the DPOR Dispute Resolution Coordinator (DRC) attend mediation training provided in conjunction with the Virginia Supreme Court – Office of the Executive Secretary's mediation certification program. The policy previously provided that the DRC attend training provided by the VADRA Council. Costs: There are no new monetizable direct or indirect costs resulting from the amendment of these guidance documents. Benefits: There are no new monetizable direct or indirect benefits resulting from the amendment of these guidance documents.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) \$0	(b) \$0
(3) Net Monetized Benefit	\$0	
(4) Other Costs & Benefits (Non-Monetized)	There are no new non-monetizable costs or benefits resulting from the amendment of these guidance documents.	
(5) Information Sources	Agency staff.	

Table 1b: Costs and Benefits under the Status Quo (No change to the regulation)

(1) Direct & Indirect Costs &	Costs: There are no new monetizable direct or indirect costs resulting from maintain the status quo.
-------------------------------	--

Benefits (Monetized)	Benefits: There are no new monetizable direct or indirect benefits resulting from maintaining the status quo.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) \$0	(b) \$0
(3) Net Monetized Benefit	\$0	
(4) Other Costs & Benefits (Non-Monetized)	There are no new non-monetizable costs or benefits resulting from maintain the status quo.	
(5) Information Sources	Agency staff.	

Table 1c: Costs and Benefits under Alternative Approach(es)

(1) Direct & Indirect Costs & Benefits (Monetized)	See Box #3.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) N/A	(b) N/A
(3) Net Monetized Benefit	N/A	
(4) Other Costs & Benefits (Non-Monetized)	No viable alternatives to amending the guidance documents have been identified.	
(5) Information Sources	Agency staff.	

Impact on Local Partners

Use this chart to describe impacts on local partners. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 2: Impact on Local Partners

(1) Direct & Indirect Costs & Benefits (Monetized)	See Box #3.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) N/A	(b) N/A
(3) Other Costs & Benefits (Non-Monetized)	There are no anticipated costs or benefits to local partners resulting from the amendment of the guidance documents.	
(4) Assistance	N/A	
(5) Information Sources	Agency staff.	

Impacts on Families

Use this chart to describe impacts on families. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 3: Impact on Families

(1) Direct & Indirect Costs & Benefits (Monetized)	See Box #3.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) N/A	(b) N/A
(3) Other Costs & Benefits (Non-Monetized)	There are no anticipated costs or benefits to families resulting from the amendment of the guidance documents.	
(4) Information Sources		

Impacts on Small Businesses

Use this chart to describe impacts on small businesses. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 4: Impact on Small Businesses

(1) Direct & Indirect Costs & Benefits (Monetized)	See Box #3.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) N/A	(b) N/A
(3) Other Costs & Benefits (Non-Monetized)	There are no anticipated costs or benefits to small businesses resulting from amending the guidance documents.	
(4) Alternatives	N/A	
(5) Information Sources	Agency staff.	

Changes to Number of Regulatory Requirements

The documents that are proposed to be updated were not included in DPOR's regulatory baseline as they pertain to DPOR and its operations generally and are not regulatory in nature.

Table 5: Regulatory Reduction

For each individual action, please fill out the appropriate chart to reflect any change in regulatory requirements, costs, regulatory stringency, or the overall length of any guidance documents.

Change in Regulatory Requirements

VAC Section(s) Involved*	Authority of Change	Initial Count	Additions	Subtractions	Total Net Change in Requirements
N/A	(M/A):	N/A	N/A	N/A	N/A
	(D/A):	N/A	N/A	N/A	N/A
	(M/R):	N/A	N/A	N/A	N/A
	(D/R):	N/A	N/A	N/A	N/A
Grand Total of Changes in Requirements:					(M/A): N/A
					(D/A): N/A
					(M/R): N/A
					(D/R): N/A

Key:

Please use the following coding if change is mandatory or discretionary and whether it affects externally regulated parties or only the agency itself:

(M/A): Mandatory requirements mandated by federal and/or state statute affecting the agency itself

(D/A): Discretionary requirements affecting agency itself

(M/R): Mandatory requirements mandated by federal and/or state statute affecting external parties, including other agencies

(D/R): Discretionary requirements affecting external parties, including other agencies

Cost Reductions or Increases (if applicable)

VAC Section(s) Involved*	Description of Regulatory Requirement	Initial Cost	New Cost	Overall Cost Savings/Increases
N/A	N/A	N/A	N/A	N/A

Other Decreases or Increases in Regulatory Stringency (if applicable)

VAC Section(s) Involved*	Description of Regulatory Change	Overview of How It Reduces or Increases Regulatory Burden
N/A	N/A	N/A

Length of Guidance Documents (only applicable if guidance document is being revised)

Title of Guidance Document	Original Word Count	New Word Count	Net Change in Word Count
Policy #100-01 – Establishing, Revising and Repealing Department Policy.	Two pages (500 words)	Two pages (500 words)	No change.
Policy #100-05 – License Suspensions.	Two pages (500 words)	Two pages (500 words)	No change.
Policy #100-06 – Subpoenas/Service of Process/Notices.	Three pages (750 words)	Three pages (750 words)	No change.
Policy #100-18 – Alternative Dispute Resolution.	Two pages (500 words)	One page (250 words)	-250 words

*If the agency is modifying a guidance document that has regulatory requirements, it should report any change in requirements in the appropriate chart(s).