



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

Effective Date: October 31, 2011

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 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:**
- Applications 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. 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.