



## The Office of Secretary of State

*Brad Raffensperger*  
SECRETARY OF STATE

*Gabriel Sterling*  
INTERIM DIVISION DIRECTOR  
PROFESSIONAL LICENSING BOARDS

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### **Administrative Policy: Incomplete Applications**

Effective August 1, 2021, applications submitted for licensure, certification, or registration must be complete and correct, including submission of all required documents, prior to review by the Board or issuance of authority to test.

Board staff will notify the applicant of any application deficiencies. Applicants will have 60 days from the date of the notification to correct the deficiencies and submit requirements to the board office. Failure to comply within the 60-day window will result in the administrative withdrawal of the application.

When an incomplete application is withdrawn, and further consideration is desired, a new application with all appropriate fees and documents will be required.

The purpose of this policy is to allow staff to focus on properly completed applications, resulting in more efficient processing and the opportunity for reduced processing time for license issuance.