# OFFICE OF THE GEORGIA SECRETARY OF STATE

# SCRA POLICIES AND PROCEDURES

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# OFFICE OF THE GEORGIA SECRETARY OF STATE

# SCRA POLICIES AND PROCEDURES

## Policy A1

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|---|---|---|
| **Category:** | Applications | **Policy:** ■ |
| **Title:** | Who Is Eligible To Port A License & What Is Able To Be Ported Under the SCRA | **Procedure:** □ |

**Statutory Basis:** 50 U.S.C. § 4025a
**Rule Basis:** N/A

### I. Who Is Eligible?

(1) Servicemembers; and
(2) Spouses of Servicemembers

**When Are They Eligible?**

(1) hold a ***covered, portable license*** (see Policy A2 for definitions) issued by a state other than the State of Georgia, and

(2) have ***relocated to Georgia because of military orders for military service*** (See Policy A3 for definitions)

Adopted:

# OFFICE OF THE GEORGIA SECRETARY OF STATE

# SCRA POLICIES AND PROCEDURES

## Policy A2

**Category:** Applications **Policy:** ■
**Title:** Is It A Covered And Portable License? **Procedure:** □

**Statutory Basis:** 50 U.S.C. § 4025a
**Rule Basis:** N/A

**I. Is it a *portable* license?**

To be considered ***portable***, a license must be "any license, certificate, or other evidence of qualification that an **individual** is required to obtain before the individual may **engage in**, or **represent himself or herself to be a member of**, a particular profession." See 50 U.S.C. § 4025a(f)(2) (emphasis added).

***(1) Not applicable to licenses for businesses or to licenses which are obtained to qualify a business.***

**II. What is a *covered* license?**

To be considered ***covered***, a license must be:

(1) in ***good standing*** with the State that issued the license;
(2) has ***not been revoked*** and is ***not currently subject to discipline*** imposed by any State;
(3) ***does not have an investigation relating to unprofessional conduct pending*** in any State relating to it; and
(4) ***has not been voluntarily surrendered*** while under investigation for unprofessional conduct in any State. See 50 USC 4025a(f)(1).

**Note**: An analyst can check the out of state license status by looking it up in the state licensee search for the state that issued the license to confirm the license status. A verification of licensure, however, cannot be required.

Adopted:

# OFFICE OF THE GEORGIA SECRETARY OF STATE

# SCRA POLICIES AND PROCEDURES

## POLICY A3

**Category: Title:** Applications
What Must Be Provided By The SCRA Applicant

**Policy: ■**
**Procedure: ■**

**Statutory Basis:** 50 U.S.C. § 4025a
**Rule Basis:** N/A

**What Must the SCRA Applicant Provide With Their Application?**

When the ***Applicant is a Servicemember***:

(1) Proof of Military Orders for Military Service (***see What Are Military Orders below***)
(2) Photo identification
(3) Affidavit for Licensure Pursuant to Servicemembers Civil Relief Act-signed and notarized
(4) Complete a fingerprint background check where required for all initial applicants of Board

When the ***Applicant is the Spouse of a Servicemember***:

(1) Proof of Military Orders for Military Service (***see What Are Military Orders below***)
(2) Marriage certificate for marriage to Servicemember
(3) Photo identification
(4) Affidavit for Licensure Pursuant to Servicemembers Civil Relief Act-signed and notarized
(5) Complete a fingerprint background check where required for all initial applicants of Board

**Cannot Be Required to Complete/Provide:**

(1) Affidavit of Citizenship
(2) Verification of Licensure from out of state licensing authority
(3) Completed and Passing Georgia Laws and Rules Examination
(4) Any other documentation/verification not listed above

**What Are Military Orders:**

"Military orders" may include official military orders as well as other official documentation or verification, such as a letter, memorandum or other written communication from a commanding officer indicating a change in duty status.

Department of Justice (DOJ) guidance states that licensing authorities may consider the following types of documentation sufficient to demonstrate eligibility under SCRA:

- Permanent Change of Station (PCS) orders or other official military orders

- A letter or written certification from a commanding officer indicating a change in duty station or status
- Other official documentation verifying current or future military duty status, where applicable.

Licensing authorities should take this broader definition into account when reviewing applications to avoid limiting acceptable documentation solely to finalized or formally issued orders, particularly where the applicant provides credible documentation consistent with DOJ guidance.

Adopted:

# OFFICE OF THE GEORGIA SECRETARY OF STATE

# SCRA POLICIES AND PROCEDURES

**POLICY A4**

| | | |
|---|---|---|
| **Category:** | Applications | **Policy:** ■ |
| **Title:** | Time Frame for SCRA Application Processing | **Procedure:** ■ |
| **Statutory Basis:** | 50 U.S.C.§ 4025a | |
| Rule Basis: | N/A | |

**What is the Processing Time For An Application Under the SCRA?**

Georgia license must be issued within thirty (30) days of application date with complete application.

If Georgia license has not been issued within thirty (30) days of application date, Applicant will be issued a temporary license to practice in the State of Georgia until such time as the application can be processed and the Georgia license issued.

Adopted:

# OFFICE OF THE GEORGIA SECRETARY OF STATE

# SCRA POLICIES AND PROCEDURES

## POLICY A5

| | | |
|---|---|---|
| **Category:** | Applications | **Policy:** ■ |
| **Title:** | Not Eligible For Licensure Under SCRA/Compact Licensure | **Procedure:** ■ |
| **Statutory Basis:** | 50 U.S.C.§ 4025a | |
| **Rule Basis:** | N/A | |

**The following are not eligible for licensure under the provisions of the SCRA:**

(1) Does **not** have current military orders for military service -this should be liberally construed (see Policy A3)

(2) Does **not** have a covered, portable license. Applicable where:

- (a) Does not have an active, and in good standing, license issued by another state.
- (b) First time applicant for a license in this profession.
- (c) License is a business license, not an individual license.

(3) **Has an active license to operate in multiple states** (multistate license) issued under the provisions of a multistate compact of which Georgia is as part. Must meet the requirements of the compact or applicable provisions of Georgia law. See 50 U.S.C. § 4025a(e).

(a) **Boards where this may apply in Georgia (please check to determine whether multistate licenses are being issued in Georgia):**

- (i) Board of Nursing
- (ii) Composite Board of Professional Counselors, Social Workers & Marriage Family Therapists-**Professional Counselors & Social Workers Only**
- (iii) Board of Examiners of Psychologists
- (iv) Board of Physical Therapy
- (v) Board of Occupational Therapy
- (vi) Board of Speech Language Pathology and Audiology
- (vii) Board of Examiners of Licensed Dietitians

Adopted:

# OFFICE OF THE GEORGIA SECRETARY OF STATE

# SCRA POLICIES AND PROCEDURES

## POLICY A5

**Category:** Applications
**Title:** After Georgia License Is Issued
**Statutory Basis:** N/A
**Rule Basis:** N/A

**Policy:** ■
**Procedure:** ■

**ONCE GEORGIA LICENSE HAS BEEN ISSUED:**

(1) A verification of Georgia licensure may be obtained through the licensee's GOALS portal.

(2) The public information regarding the Georgia license will be searchable in the Licensee Search function on the Professional Licensing Boards Division's website. The Licensee Search function can be accessed using this link: https://goals.sos.ga.gov/GASOSOneStop/s/licensee-search

(3) **The Georgia license will be subject to the laws and rules applicable to the professional licensing board which issued the license**. New Georgia licensees should review the laws and rules applicable to the professional licensing board which issued their Georgia license before beginning work in Georgia. A list of the professional licensing boards serviced by the Professional Licensing Boards Division and a link to the websites for each professional licensing board can be accessed using this link: https://sos.ga.gov/page/georgia-licensing-boards

**The laws and rules applicable to each professional licensing board can be found under the "Rules & Regulations" tab on the website for each for professional licensing board. Frequently asked questions about practicing in the State of Georgia and helpful guides for successful practice in the State of Georgia can be found under the "FAQs" tab on the website for each professional licensing board.**

Adopted: