

SECTION 5: FINANCIAL RESPONSIBILITY

Applicant Name: _____

1. Do your total assets (what is owned) exceed your total liabilities (what is owed)? YES NO

If NO, submit a letter of explanation.

2. Have you paid all state and federal income taxes, payroll withholding taxes, and unemployment taxes as required by law? YES NO

If NO, submit a letter of explanation and any supporting documentation.

3. Have you paid all judgments, taxes, student loans or child support payments as required by law? YES NO

If NO, submit a letter of explanation and any supporting documentation.

4. During the last 10 years, have you personally, as an individual, been subjected to an involuntary petition for bankruptcy, been adjudged bankrupt, or sought protection under bankruptcy laws? YES NO

If YES, submit a letter of explanation, discharge documents, and schedules A, B, D, and F.

5. In order to satisfy the financial responsibility requirement, do you affirm you have a minimum net worth of \$25,000 as an individual? YES NO

If NO, submit any of the following to satisfy the financial responsibility requirement.

- ... Bank Credit Reference Form, reflecting 24 months history;
- ... \$25,000 Surety Bond;
- ... \$25,000 Line of Credit Letter; or
- ... \$25,000 Letter of Credit.

Please note A blank Bank Credit Reference Form, sample Surety Bond, and Line of Credit sample letter is available for download from the Board's website.

6. Do you have 10 or more employees? YES NO
If you are required, submit a certificate of insurance documenting your workers compensation coverage.

SECTION 6: PERSONAL HISTORY

Applicant Name: _____

1. Have you ever been arrested, charged, convicted, sentenced, entered a plea of guilty, or nolo contendere, or been given First Offender status for any felony, misdemeanor, DUI, DWI, or any offense other than a minor traffic violation? YES NO

If YES, you must submit the following:

- a) a letter of explanation for each offense.
 - b) a certified copy of court documents showing arrest, dismissal or final court disposition - conviction/sentencing documents.
 - c) a statement (on official letterhead) from your probation/parole officer regarding your current status or completion of any probation/parole.
2. Has any licensing board or agency in Georgia or any other state ever:
- a) Denied issuance of licensure, renewal, or reinstatement? YES NO
 - b) Revoked, suspended, restricted, sanctioned, or probated your license? YES NO
 - c) Requested or accepted surrender of your license? YES NO
 - d) Reprimanded, fined, or disciplined you? YES NO

If **YES**, submit a letter of explanation and a **certified** copy of the action taken against your license with relevant supporting documents.

SECTION 7: CONTINUING EDUCATION

If you do not hold a current and valid license, you must have completed **3 hours of continuing education for each year** (July 1st through June 30th) since the last renewal of the license.

If a license has not been renewed or reinstated since the issuance of the license, you must have completed **3 hours of continuing education for each year since** the initial issuance of the license. A continuing education hours calculation chart is available on the Board website.

Note: Online and correspondence courses may not exceed 50% of the continuing education hours required pursuant to Board Rule 553-12-.03(4). Live webinars are considered "In-person" education classes.

SECTION 8: APPLICANT AFFIDAVIT

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Board for which I am applying for licensure and I agree to abide by these laws and rules.

By executing this affidavit under oath, as an applicant for a professional license, as referenced in O.C.G.A. § 50-36-1, administered by the Professional Licensing Boards Division, the undersigned applicant also verifies one of the following with respect to his/her application for a public benefit (check one):

_____ I am a United States citizen.
Please submit a copy of your current Secure and Verifiable Document(s) such as driver’s license, passport, or document as indicated on the Board’s website.

OR

_____ I am not a United States citizen.
I am either a legal permanent resident of the United States or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.

Printed Name of Applicant

Signature of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
_____ DAY OF _____, 20 _____

NOTARY PUBLIC SIGNATURE
My Commission Expires:

O.C.G.A. §45-17-6 requires legible seals for notarized documents.
If an embossed seal is used a foil overlay or shading should be applied to make the seal, state, title, name, and county legible when digitized.

NOTARY SEAL