



Division of Professional Regulation: Requirements for All Applicants

Requirements for all Applicants

- Complete all sections of the four-page application.
- You must answer all personal history questions and sign and date the application in ink on page four.
- Submit the completed application and fee along with the required supporting documents to the address in the application instructions.
- Supporting documents may be submitted with your application or submitted directly from your school, training facility, etc. Exam scores must be submitted from testing entity.
- Your social security number (SSN) is mandatory. If you do not have a SSN, you must submit the SSN affidavit.
- All documents in a foreign language must be accompanied by an original, notarized translation.
- You have three years from the date your application is received by the Department or Continental Testing Service, Inc. to complete the application process. If the process is not completed in three years, the application will be denied and the fee forfeited.
- Application fees are non-refundable.