KSBHA Application Flowchart

Application and support documentation received

⬇

Distribute application and support documentation to appropriate Analyst

⬇

Application and support documentation reviewed and entered into GLS by Analyst → Analyst determines all documents received

⬇

Analyst determines missing requirements

⬇

Analyst mails / e-mails missing requirement letter to applicant on average within 7 days

⬇

Missing documentation is received and distributed to appropriate Analyst

⬇

Missing documentation is reviewed and entered in GLS by Analyst

⬇

Analyst refers to Licensing Administrator when all documents received on average within 7 days

⬇

Licensing Administrator completes final review on average within 7 days

- Licensing Administrator determines if additional information is needed (ie missing requirement explanation)

- Licensing Administrator determines all documentation and application is received and in good standing

- Licensing Administrator determines all documentation and application is received with issues

Licensing Administrator refers it for legal review

File signed off on by Licensing Administrator and file returned to Analyst

Application received after 8/15/08 for all professions, license certification or permit is issued by Analyst

Application received on or before 8/14/08 for the Healing Arts Podiatry and PA's Temporary Permit issued if paid for, all other professions, license certificate or permit is issued by Analyst

⬇

Board reviews list of all licenses issued ↔ Name of applicant is presented to the Board meeting for approval

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Analyst issues license, permit, certification or temporary license next business day following approval

⬇

Analyst sends out letter advising of issuance of license, permit, certification or temporary license

⬇

Certificate is mailed to licensee

September 2010