

Pursuant to §16-110-10(d), Hawaii Administrative Rules, your application shall be considered abandoned and shall be destroyed if a license is not issued within one year of the application date as a result of:

- (1) failure to complete licensure requirements, or
- (2) take the required licensure examination, if required, or
- (3) to submit the required documentation and evidence of qualifications.

If the application is deemed abandoned, the applicant shall submit a new application form, documentation of qualifications, and applicable fees in addition to meeting licensure requirements that are in effect at the time of filing the new application.

Frequently Asked Questions regarding Abandoned Applications

- 1) Q: **If after receiving my application the board or program requests additional information, how much time do I have to provide them with the requested information before my application is deemed abandoned?**
A: You have one year from the application date.

- 2) Q: **What does it mean if my application is abandoned?**
A: It means that your application is no longer valid, will be destroyed, and you shall be required to reapply and comply with the requirements for licensure at the time of the reapplication. To reapply, you must submit a new application and you will be required to comply with the licensing requirements and pay fees that are in effect at the time you submit your new application.

- 3) Q: **Will you be providing a notice to me before my application is abandoned?**
A: No.

- 4) Q: **Will any of the documents that supplemented my first application be saved in case I need to reapply?**
A: No. When you reapply, you will need to again provide us with documentation.

- 5) Q: **Will the application fee that I paid with my first application carry over to cover the application fee for my new application?**
A: No. You will be required to again pay the non-refundable application fee.

- 6) Q: **If my application has not been destroyed does this mean that it has not yet been deemed "abandoned?"**
A: No. Simply because an application has not been destroyed does not mean that it has not been deemed abandoned.

- 7) Q: **Who do I contact to find out if my application is soon to be abandoned?**
A: You may contact the Licensing Branch at (808) 586-3000.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.