

Naturopathic Licensing Procedures

Process	If	Then
Application Intake	customer mails ND-100 “Application for State License as a Naturopathic Doctor” and check to PO Box	Cashiering Section will receipt money, stamp application with receipt number, and route to NMC.
	NMC receives application containing receipt number from Cashiering Section	<p>NMC will:</p> <ul style="list-style-type: none"> • date stamp application • create folder by placing printed label on tab. • 2-hole punch and affix application on 3rd page in folder • add applicant and receipt information to: Naturopath>Licensing>Database>NDs As Of (current year)>NDs current month> Applicants • initiate “SLMS” check by e-mail to Mary Beth Adelsperger and Leslie Stone
	application is returned from Cashiering Section with receipt number	<p>NMC will:</p> <ul style="list-style-type: none"> • log receipt number and clearance date from cashiering in “NMC Cashiering Tracking” log/binder • remove photocopy of 1st page of application from folder • 2-hole punch and affix original 1st page of application on 3rd page in folder • add applicant and receipt information to: Naturopath>Licensing>Database>NDs As Of (current year)>NDs (current month)> tab: Applicants • Initiate “SLMS” check by e-mail to Mary Beth Adelsperger or Leslie Stone
	application is received without a check or a receipt number	<ul style="list-style-type: none"> • send a deficiency letter (Naturopath>Licensing>InitialLicensingFeeDocument>Deficiency Ltrs> • 2-hole punch and affix a copy of the letter to the 2nd page in folder • return application for fees

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Application Review	any applicable licensing requirement is received	<ul style="list-style-type: none"> • check “Pending File” for folder • check off appropriate box on “Reviewer’s Checklist” and file document in applicant’s folder
	there is no folder in file	<ul style="list-style-type: none"> • file documents by last name in Misc. Documents drawer
Application	An application is: <ul style="list-style-type: none"> • signed • notarized and photo is afixed	continue evaluation
	application lacks: <ul style="list-style-type: none"> • signature • notary • and/or photo 	<ul style="list-style-type: none"> • photocopy application • create deficiency letter • 2-hole punch and a-fix a copy of the letter to the 2nd page in folder • 2-hole punch and afix application on 3rd page in folder • continue evaluation
	Applicant indicates they wish to order or furnish drugs	determine from transcripts if they have a minimum of 48 hours of pharmacology and/or pharmacognosy (Southwest College: 1 credit = 10 hours. All others: 1 credit = 11 hours)
DOJ Criminal Records Check	e-mails received from DOJ and “No Record Response” for DOJ	2-hole punch and afix a copy of the letter to the 2 nd page in folder
	e-mail received from DOJ and a response is noted	refer file to Bureau Chief
	no e-mail from DOJ	add to or create deficiency letter
FBI Criminal Records Check	e-mail received from DOJ and “No Further Information from FBI Files Meeting Dissemination Criteria” response	2-hole punch and afix a copy of the letter to the 2 nd page in folder
	e-mail “FBI Delay Notification” is received	<ul style="list-style-type: none"> • add to or create deficiency letter • wait 30 days
	no e-mail from FBI within 30 days	send BCII 8043 “Applicant Fingerprint Transaction Follow-up Request” to address on form
	3 attempts are made and no e-mail	contact Fingerprint Analyst at DOJ to do a name search – 227-3816
	e-mail received and a response is noted	refer file to Bureau Chief.

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Out of State Applicants	applicant lives out of state and returns their fingerprint cards, exemption letter, and check (made out to DOJ) to NMC	<ul style="list-style-type: none"> • Photocopy the exemption letter and check • Log in Cashiering Log • Forward check, exemption letter, and fingerprint cards to DOJ at address listed at the top of the exemption form.
Transcripts	received from accredited school	determine if diploma/degree received
	received from accredited school but does NOT indicate graduation	either: <ul style="list-style-type: none"> • call school to verify graduation or • send deficiency letter asking for copy of diploma or letter from college
	received from non-accredited school	send letter explaining they do not qualify for licensure
Pre-NPLEX	Applicant graduated prior to 1986	send deficiency letter stating must have copy of test scores showing applicant passed a State or Canadian Province ND exam prior to 1-1-1986
NPLEX	graduated 1-1-1986 or later	must have passed NPLEX Part 1 and Part 2.(See exception B & P
	missing NPLEX letter or NPLEX is missing either Part 1 or Part 2	send deficiency letter
Letter(s) of Good Standing	applicant indicates that they hold or held a medical and/or healing arts license or certificate in any State or Canadian Province	they must either: <ul style="list-style-type: none"> • go to that jurisdiction’s appropriate web site for on-line verification & print for file or • sign an ND-103, send to indicated jurisdiction, and jurisdiction will return the form or • contact the jurisdiction to send a “Letter of Good Standing”
	neither a ND-103 nor “Letter of Good Standing” is received and no on-line verification possible	send deficiency letter
	Applicant indicates conviction of crime	Must receive copies of police reports or court disposition documents.

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Suspense	application is deficient in documentation	<ul style="list-style-type: none"> • photocopy deficiency letter • 2-hole punch copies and affix on 1st page in folder. • place “Reviewer’s Checklist” in front of folder • place folder in Pending File
Initial Licensing	If applicant has multiple convictions of the same type, or a single conviction that involves moral turpitude, or if documentation is in question	review application and documents with supervisor or legal affairs
	all documents and application fee are received	<ul style="list-style-type: none"> • create “Congratulations Letter”: Naturopath>Licensing>InitialLicensingFeeDocument>Congrats-Fee Form • quote amount of initial licensing fee – use fee schedule • save a copy in “Letters” • mail or e-mail letter to applicant • file a copy in folder • place folder in Pending File
	licensing fee and letter are returned to NMC from Cashiering Section with receipt number	<ul style="list-style-type: none"> • log receipt # on copy of log in Cashiering binder. • 2-hole punch and affix application on 3rd page in folder • add receipt information to: Naturopath>Licensing>Database>NDs As Of (current year)> NDs (current month)> tab: Licensed NDs (2) • check back of ND-110 for change in address • cut SSN info from “Applicants” and paste in “Licensed NDs # Order”, “Licensed NDs Exp Date”, and “Licensed NDs Alpha” • print license: Naturopath>Licensing>License Certificates • save a copy of license in IssuedLicenses • create letter to accompany license:

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		<p>Naturopath>Licensing>License Ltr Form</p> <ul style="list-style-type: none">• save a copy of letter in License Ltrs Mailed• photo copy license and letter, file in folder on 2nd page• cut licenses using paper-cutter• stamp license with seal (partially overlay printing/off-center)• enter ND name & address into label document in Labels folder.• file folder “Licensed NDs” drawer.
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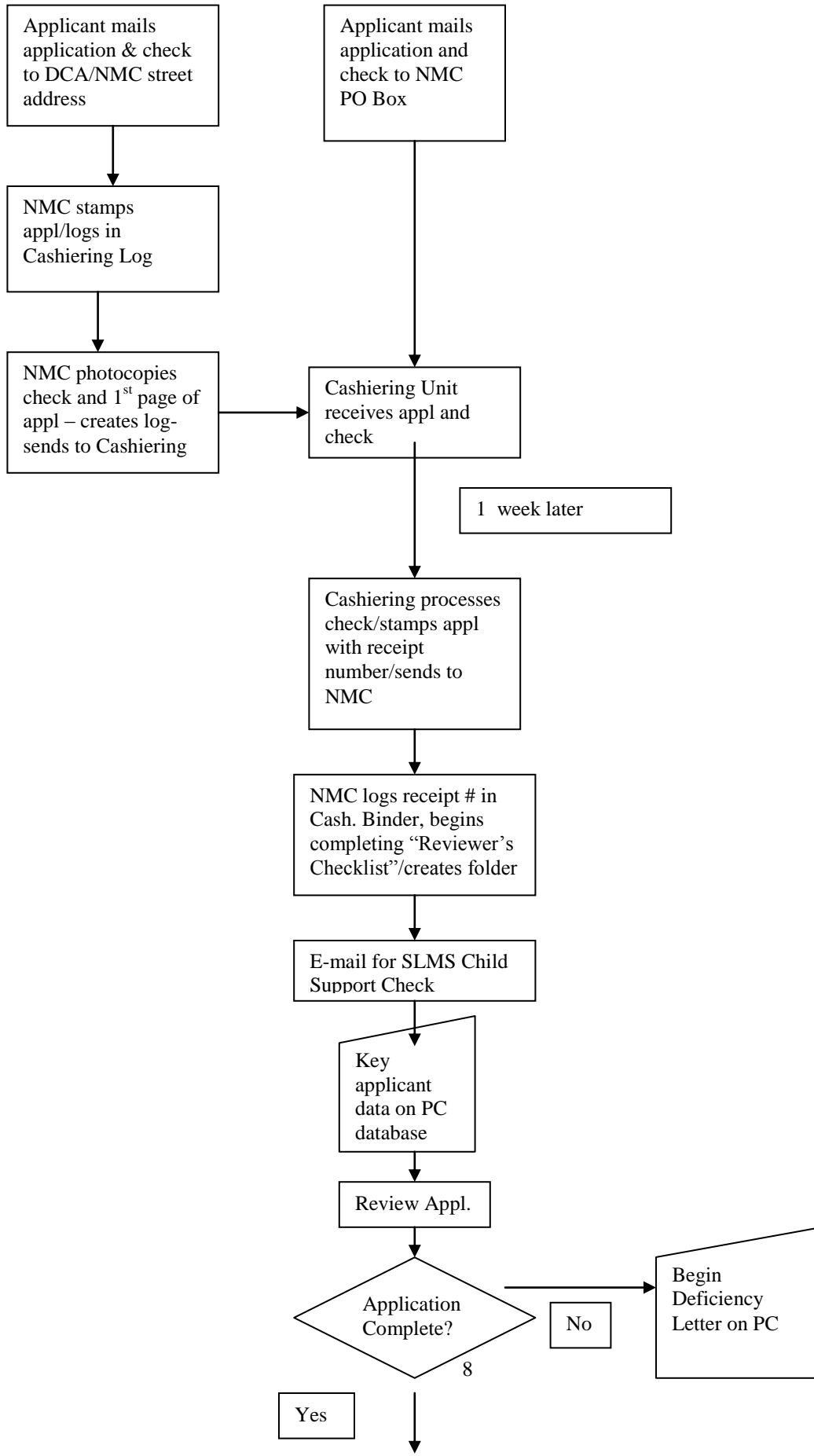
Process	If	Then
<p>Renewal Licensing</p> <p style="text-align: center;">Initiate Renewal</p>	<p>it is the first week of the month</p>	<ul style="list-style-type: none"> • access: Naturopath>Licensing>Database>NDs As Of (current year)> NDs (current month)> tab: Licensed NDs (2) • sort by “Renewal Date” • note licensees that expire in more than 60 days, but less than 92 days after the first of the month • create renewal notification in Naturopath>Licensing>Renewal>Renewal Notice Final • save a copy in “Renewal Notices Mailed” • photo copy notice and file in folder on 1st page • file in “Renewals Pending” drawer • mail original notice to ND
<p style="text-align: center;">Complete Renewal</p>	<p>ND returns renewal notice and check to Bureau</p>	<p>NMC will:</p> <ul style="list-style-type: none"> • log applicant’s name and check information in “NMC Cashiering Tracking” log/binder • run tape of checks, attach to log • originator initials and 2nd person counter-initials log • photocopy renewal notice • 2-hole punch copy and affix on 1st page in folder • file in “Licensed NDs” drawer • place check and renewal notice in route envelope and walk to Cashiering
	<p>ND returns renewal notice and check to PO Box</p>	<p>Cashiering Section will receipt money, stamp application with receipt number, and route to NMC.</p>
	<p>NMC receives renewal notice containing receipt number from Cashiering Section</p>	<ul style="list-style-type: none"> • log receipt# on renewal notice from cashiering in “NMC Cashiering Tracking” binder • remove photocopy of renewal from folder and replace with original renewal notice • correct expiration date and ND information on Naturopathic “Database”

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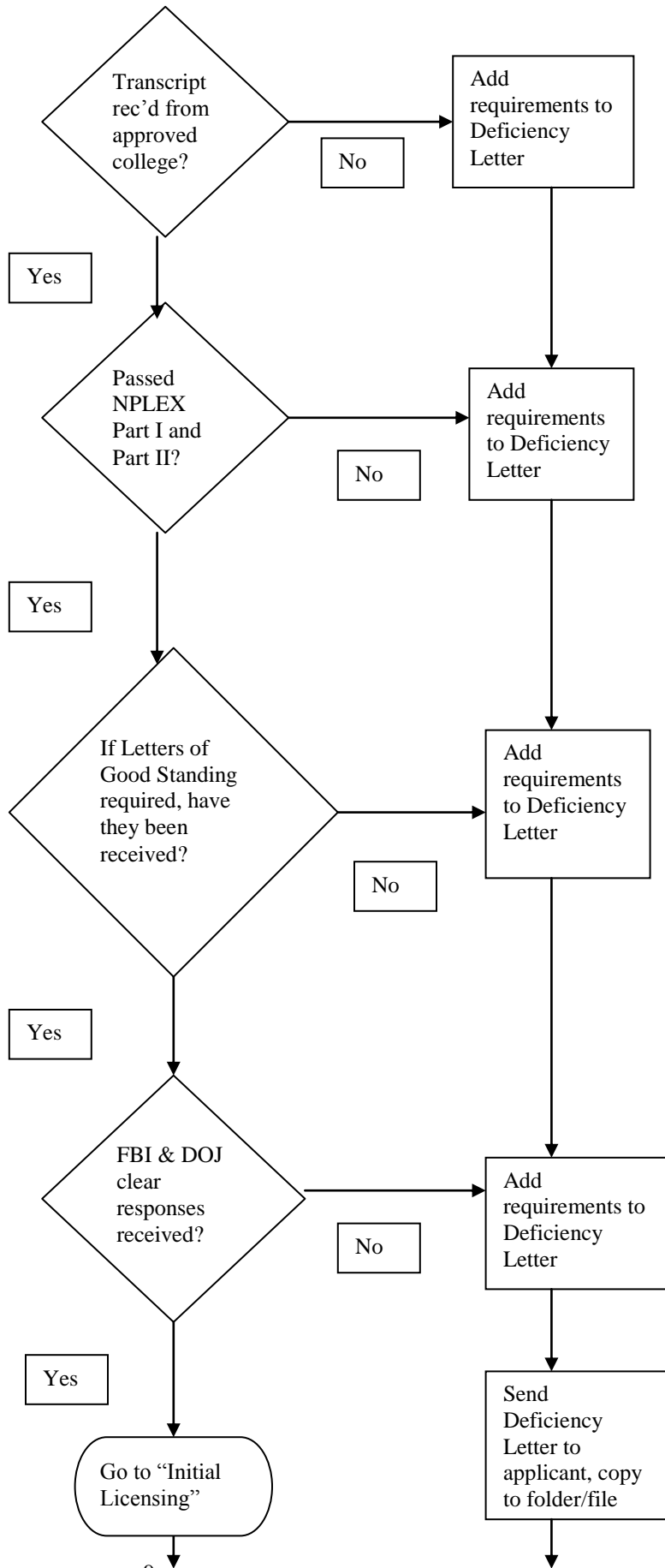
		<ul style="list-style-type: none"> • print license: Naturopath>Licensing>License Certificates • save a copy of license in IssuedLicenses • stamp license with seal (partially overlay printing/off-center) • photo copy license and file in folder on 1st page. • cut licenses using paper-cutter • file folder in completed file area.
Monthly		<ul style="list-style-type: none"> • update website with current ND info – use “License Look-up” to compose document • extract renewal applications from database • Process “No Longer Interested” with DOJ, if applicable
Daily		<ul style="list-style-type: none"> • check Livescan e-mail – print any notification and match to file • check “Naturopathic E-mail” and respond as needed.

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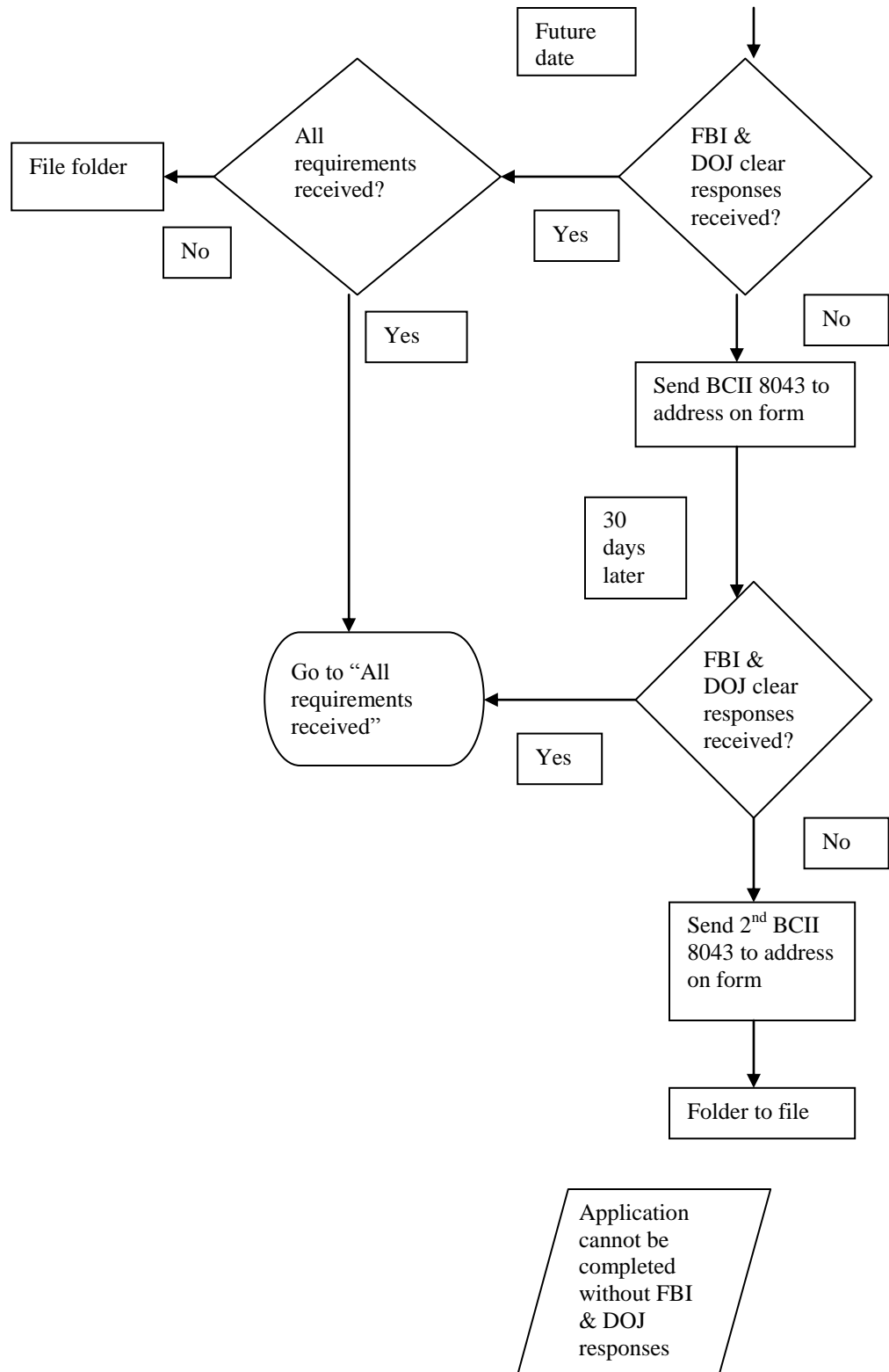
Initial Licensing



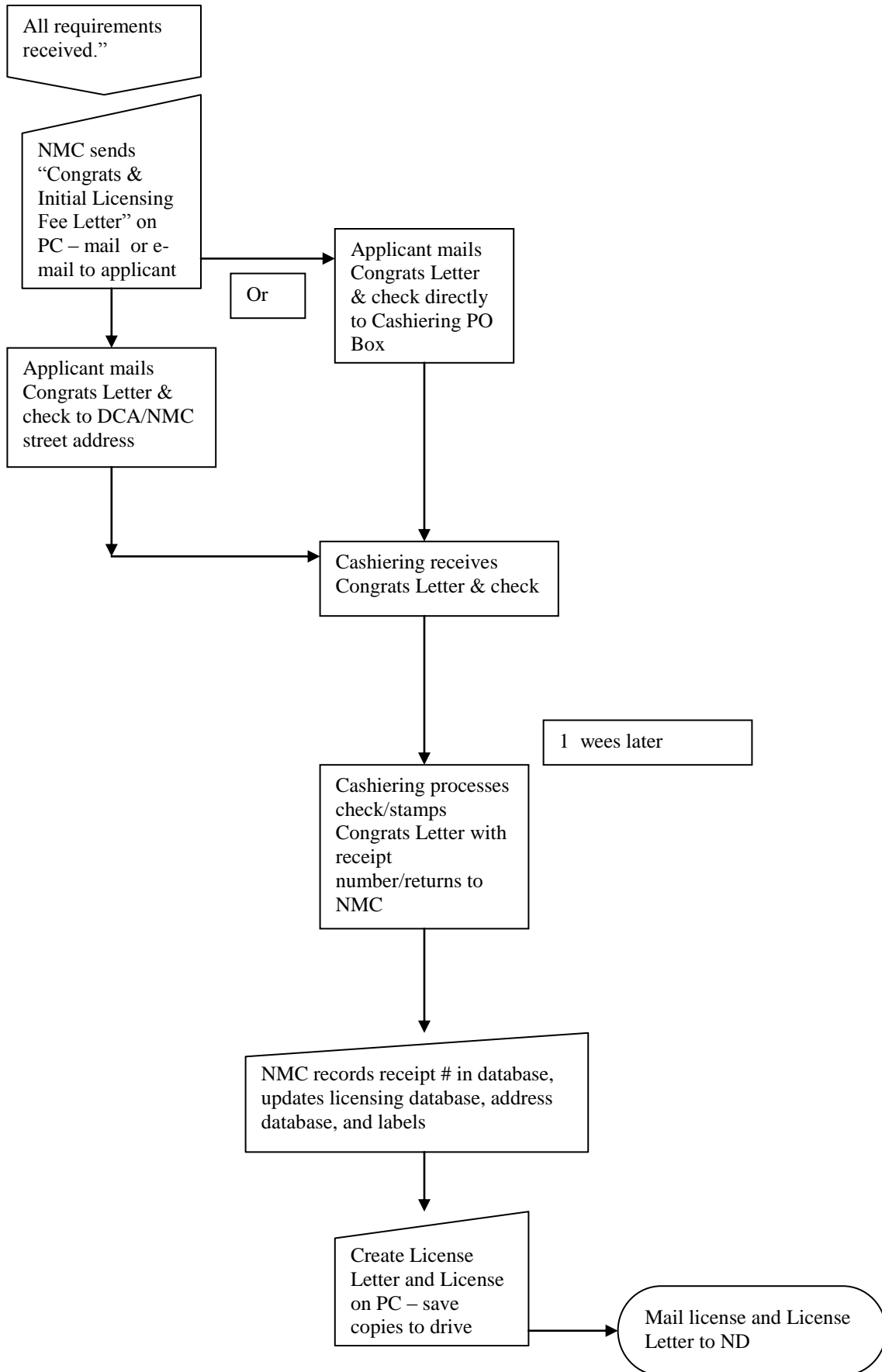
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Renewal Processing

