

## Naturopathic Licensing Procedures

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

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| <b>Application Review</b>  | any applicable licensing requirement is received   | <ul style="list-style-type: none"> <li>• check “Pending File” for folder</li> <li>• check off appropriate box on “Reviewer’s Checklist” and file document in applicant’s folder</li> </ul>   |
|                            | there is no folder in file   | <ul style="list-style-type: none"> <li>• file documents by last name in Misc. Documents drawer</li> </ul>  |
| Application                | An application is: <ul style="list-style-type: none"> <li>• signed</li> <li>• notarized</li> </ul> and photo is afixed     | continue evaluation  |
|                            | application lacks: <ul style="list-style-type: none"> <li>• signature</li> <li>• notary</li> <li>• and/or photo</li> </ul> | <ul style="list-style-type: none"> <li>• photocopy application</li> <li>• create deficiency letter</li> <li>• 2-hole punch and a-fix a copy of the letter to the 2<sup>nd</sup> page in folder</li> <li>• 2-hole punch and afix application on 3<sup>rd</sup> page in folder</li> <li>• continue evaluation</li> </ul> |
|                            | 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 <sup>nd</sup> 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 <sup>nd</sup> page in folder   |
|                            | e-mail “FBI Delay Notification” is received  | <ul style="list-style-type: none"> <li>• add to or create deficiency letter</li> <li>• wait 30 days</li> </ul>   |
|                            | 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"> <li>• Photocopy the exemption letter and check</li> <li>• Log in Cashiering Log</li> <li>• Forward check, exemption letter, and fingerprint cards to DOJ at address listed at the top of the exemption form.</li> </ul>  |
| 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"> <li>• call school to verify graduation or</li> <li>• send deficiency letter asking for copy of diploma or letter from college</li> </ul>   |
|                            | 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"> <li>• go to that jurisdiction’s appropriate web site for on-line verification &amp; print for file</li> <li>or</li> <li>• sign an ND-103, send to indicated jurisdiction, and jurisdiction will return the form</li> <li>or</li> <li>• contact the jurisdiction to send a “Letter of Good Standing”</li> </ul> |
|                            | 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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| <b>Suspense</b>          | application is deficient in documentation  | <ul style="list-style-type: none"> <li>• photocopy deficiency letter</li> <li>• 2-hole punch copies and affix on 1st page in folder.</li> <li>• place “Reviewer’s Checklist” in front of folder</li> <li>• place folder in Pending File</li> </ul>   |
| <b>Initial Licensing</b> | 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"> <li>• create “Congratulations Letter”:<br/>Naturopath&gt;Licensing&gt;InitialLicensingFeeDocument&gt;Congrats-Fee Form</li> <li>• quote amount of initial licensing fee – use fee schedule</li> <li>• save a copy in “Letters”</li> <li>• mail or e-mail letter to applicant</li> <li>• file a copy in folder</li> <li>• place folder in Pending File</li> </ul>  |
|                          | licensing fee and letter are returned to NMC from Cashiering Section with receipt number   | <ul style="list-style-type: none"> <li>• log receipt # on copy of log in Cashiering binder.</li> <li>• 2-hole punch and affix application on 3<sup>rd</sup> page in folder</li> <li>• add receipt information to:<br/>Naturopath&gt;Licensing&gt;Database&gt;NDs As Of (current year)&gt; NDs (current month)&gt; tab: Licensed NDs (2)</li> <li>• check back of ND-110 for change in address</li> <li>• cut SSN info from “Applicants” and paste in “Licensed NDs # Order”, “Licensed NDs Exp Date”, and “Licensed NDs Alpha”</li> <li>• print license:<br/>Naturopath&gt;Licensing&gt;License Certificates</li> <li>• save a copy of license in IssuedLicenses</li> <li>• create letter to accompany license:</li> </ul> |

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|--|--|---|
|  |  | <p>Naturopath&gt;Licensing&gt;License Ltr Form</p> <ul style="list-style-type: none"><li>• save a copy of letter in License Ltrs Mailed</li><li>• photo copy license and letter, file in folder on 2<sup>nd</sup> page</li><li>• cut licenses using paper-cutter</li><li>• stamp license with seal (partially overlay printing/off-center)</li><li>• enter ND name &amp; address into label document in Labels folder.</li><li>• file folder “Licensed NDs” drawer.</li></ul> |
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## Naturopathic Licensing Procedures

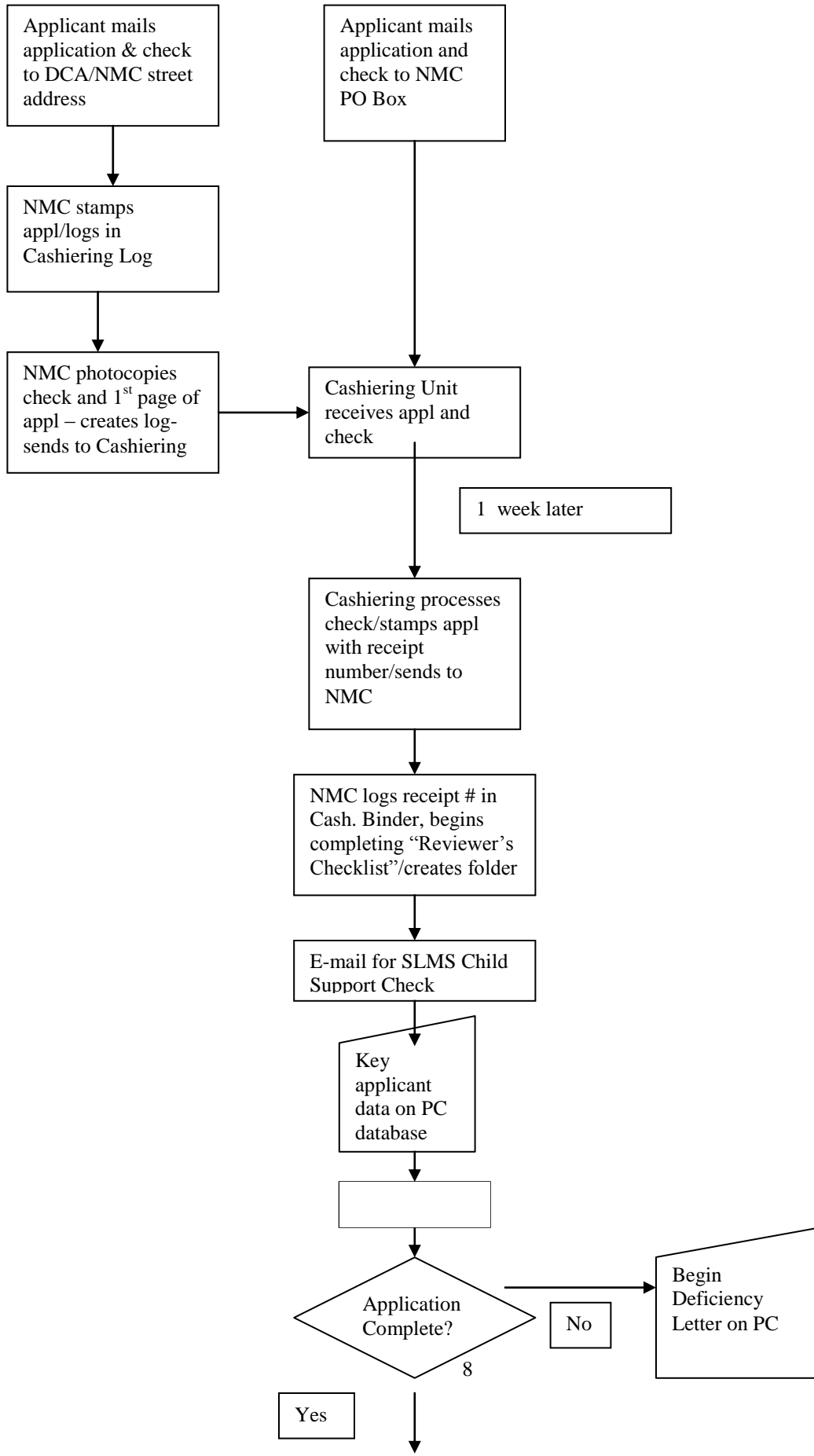
| Process   | If   | Then   |
|---|--|--|
| <p><b>Renewal Licensing</b></p> <p style="text-align: center;">Initiate Renewal</p> | <p>it is the first week of the month</p>   | <ul style="list-style-type: none"> <li>• access:<br/>Naturopath&gt;Licensing&gt;Database&gt;NDs As Of (current year)&gt; NDs (current month)&gt; tab: Licensed NDs (2)</li> <li>• sort by “Renewal Date”</li> <li>• note licensees that expire in more than 60 days, but less than 92 days after the first of the month</li> <li>• create renewal notification in Naturopath&gt;Licensing&gt;Renewal&gt;Renewal Notice Final</li> <li>• save a copy in “Renewal Notices Mailed”</li> <li>• photo copy notice and file in folder on 1<sup>st</sup> page</li> <li>• file in “Renewals Pending” drawer</li> <li>• mail original notice to ND</li> </ul> |
| <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"> <li>• log applicant’s name and check information in “NMC Cashiering Tracking” log/binder</li> <li>• run tape of checks, attach to log</li> <li>• originator initials and 2<sup>nd</sup> person counter-initials log</li> <li>• photocopy renewal notice</li> <li>• 2-hole punch copy and affix on 1st page in folder</li> <li>• file in “Licensed NDs” drawer</li> <li>• place check and renewal notice in route envelope and walk to Cashiering</li> </ul>  |
|   | <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"> <li>• log receipt# on renewal notice from cashiering in “NMC Cashiering Tracking” binder</li> <li>• remove photocopy of renewal from folder and replace with original renewal notice</li> <li>• correct expiration date and ND information on Naturopathic “Database”</li> </ul>  |

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

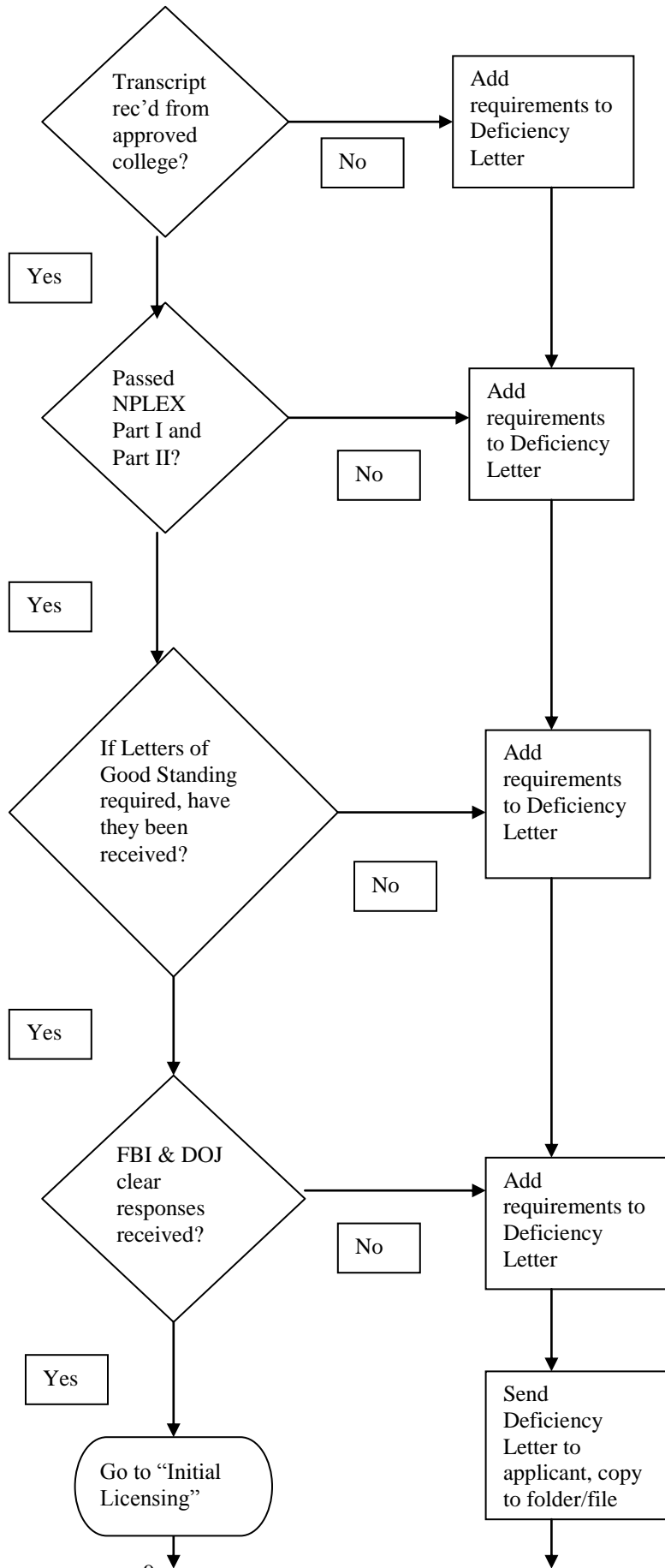
# Naturopathic Licensing Procedures

## Initial Licensing

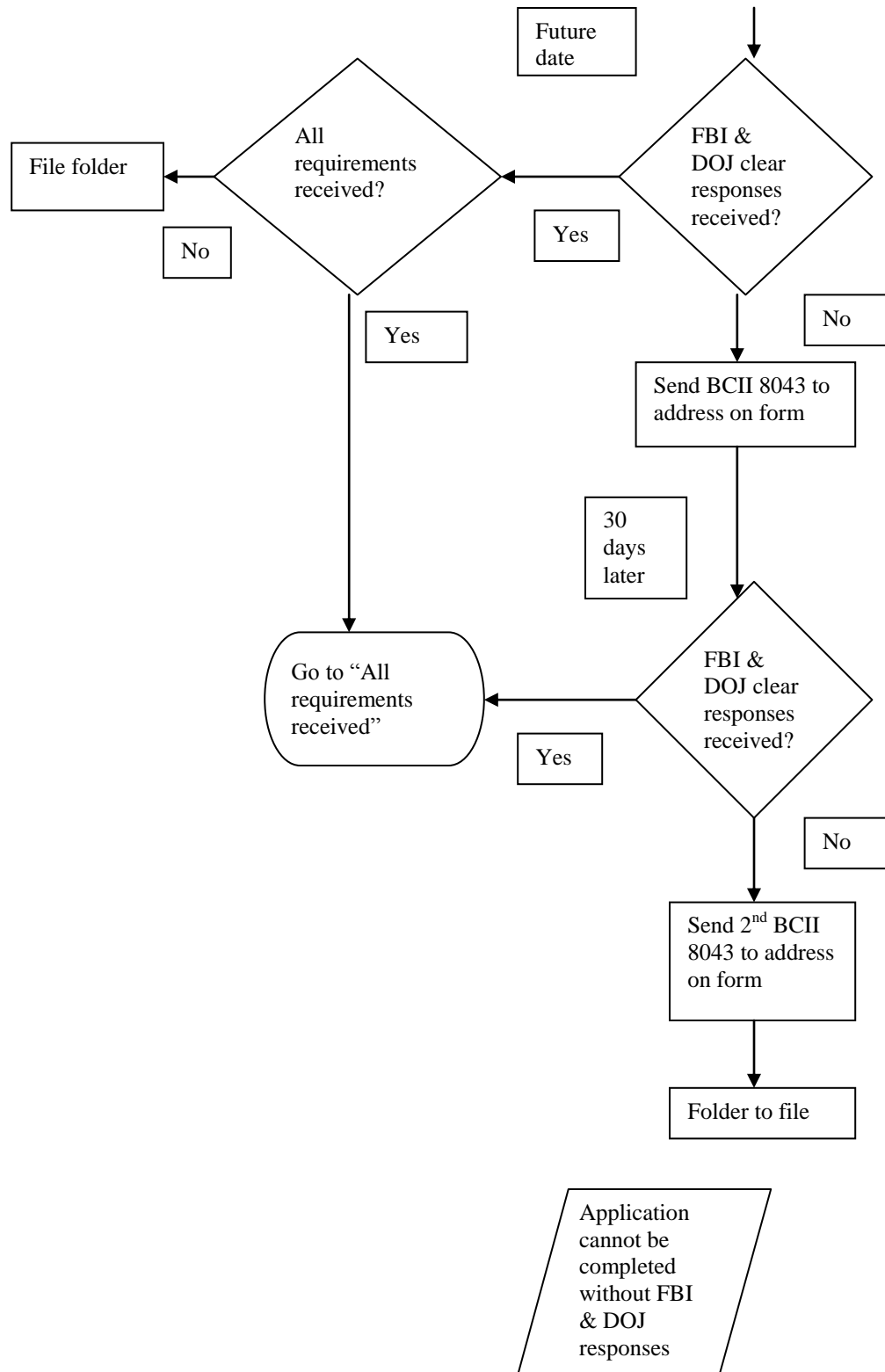




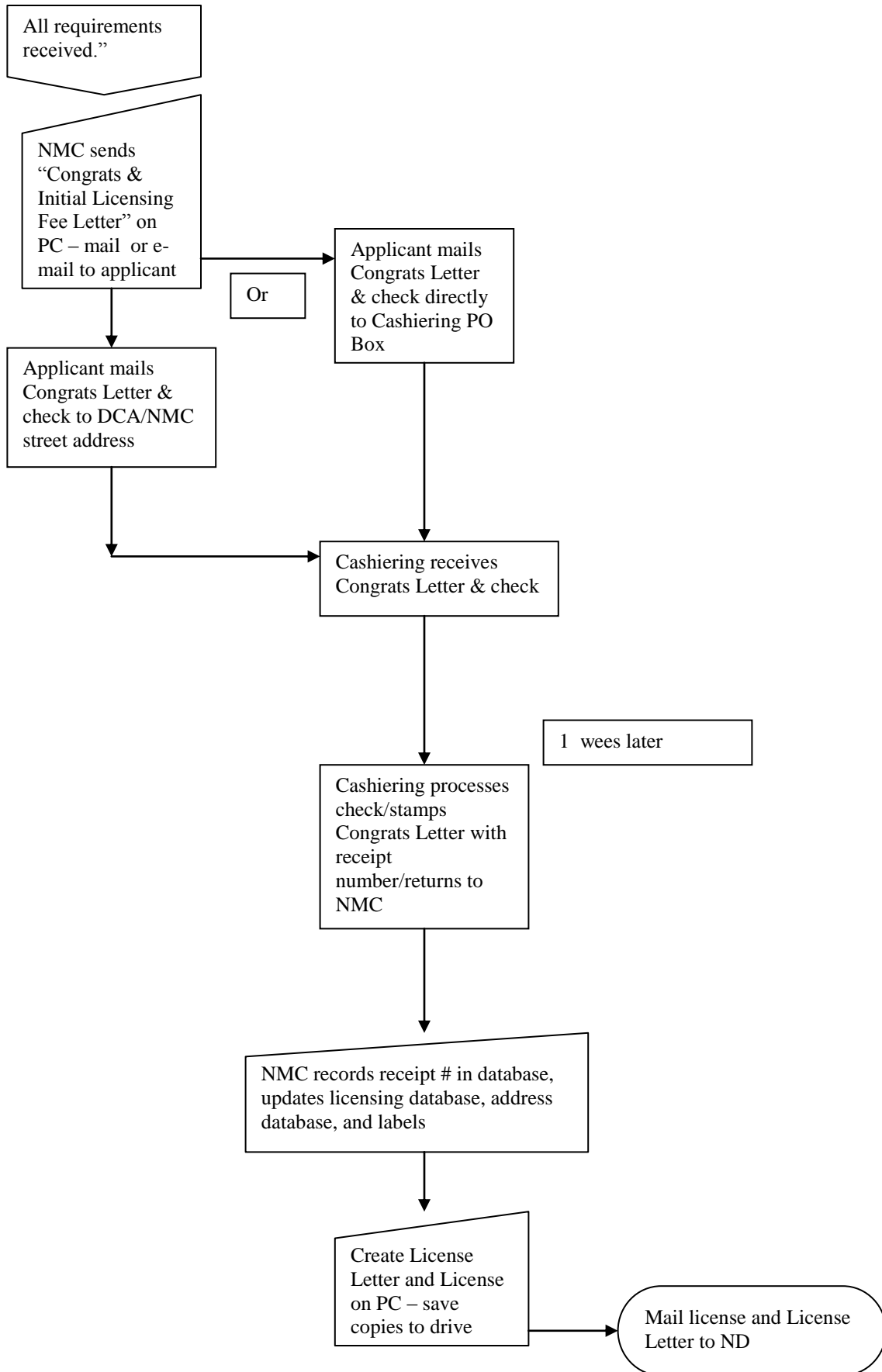
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## Naturopathic Licensing Procedures



# Naturopathic Licensing Procedures

## Renewal Processing

