

Additional Information for Applicants re: File Closure

Requests for Extension

As per Rule 64B19-11.0075(2), Florida Administrative Code, the Board may grant an additional twelve (12) months, beyond the scheduled application expiration date, for an applicant to complete outstanding requirements for licensure, if the applicant can demonstrate a good faith effort to comply, but has failed to do so due to illness or unusual hardship.

If you are interested in requesting an extension under this provision, you must do so in writing, and include the circumstances you would like the Board to consider when determining whether an extension will be granted. You may also include with your written request, any supplemental documentation you believe would be beneficial in supporting your bid for an extension.

Please note that a request for extension should be submitted **prior to** the scheduled application expiration date. Your request for extension would then be agendaed for consideration by the Board at the next scheduled full Board meeting.

Application Withdrawal

If you find that you will not complete the requirements for licensure and have not requested or have not been granted an extension of time to complete the requirements, prior to your scheduled application expiration date, you have the option to submit a request to withdraw your application to avoid being placed on the list of applicants proposed for file closure. In order to continue to pursue licensure, after withdrawing the previous application, you will be required to re-apply and meet the licensure requirements in effect at that time.

File Closure Information

Applicants who do not complete the requirements for licensure by the expiration date, and have not been granted an extension or withdrawn the licensure application, will be placed on a list of applicants proposed for file closure at the next scheduled Board meeting immediately after the application expiration date.

If the Board votes to close the application, a final order of denial will be issued and reflected on the application record as required by Rule 64B19-11.0075(1), Florida Administrative Code. As of the date of this notice, the denial orders do allow applicants to request withdrawal of the application, if submitted within the timeframes specified in the order.