

APPROVAL PROCESS FOR LICENSE

- 1) Complete the Request for License/Certificate Approval.
- 2) Meet with your Manager, Supervisor, or Program Specialist in order to ensure that your license/certificate meets the criteria listed. The Manager, Supervisor or Program Specialist must sign the Request Form. If the Manager has the information to verify that all criteria have been met, the Manager may initiate the Request for License/Certificate Approval.
- 3) The Manager, Supervisor or Program Specialist must submit the completed and signed form to HR, Attention ProComp. License/Certificate Approval for final review and approval.
- 4) A committee comprised of HR and ProComp representatives will meet on a regular basis to review submitted requests. Written notification of your request will be sent via e-mail within 2-3 weeks after your request has been submitted.

