INITIAL STEPS IN THE LICENSURE PROCESS

1. On the State Board’s website, [www.azppse.gov](http://www.azppse.gov), Licensing requirements tab, carefully review the “General Licensure Information”.

2. To determine if licensure is required, complete Exhibit B, “Letter of Intent”.

3. State Board staff will review the information provided on the Letter of Intent and will make the following determination:

* If licensure is required, your organization will be set up in the e-Licensing system. You will be provided log-in information and instructions to begin the application process.
* If licensure is not required based upon the exemptions specified in A.R.S. 32-3021(F), a letter will be emailed to you that your proposed operations are not under the State Board’s jurisdiction.

4. If State Board staff has determined that licensure is required, it is strongly encouraged to complete the application process within 60 days.

5. The licensing time frames according to rule R4-39-102 for processing and reviewing the application will begin upon submission of the application questions, information and payment through the e-Licensing system. This process will take a minimum of 3-5 months to complete.

Please be advised if it has been determined that licensure is required and operations begin and/or continue without the immediate intent to seek licensure, a Cease and Desist Order will be issued.

Estimated time frame to review the Letter of Intent is 10 days.