

## **POLICY & PROCEDURE DEADLINES**

<b>Procedure</b>	<b>Deadline</b>
Application for AOS degree	Due at least 45 days prior to the Commission meeting.
Change of Ownership	Due at least 45 days prior to the Commission meeting.
Commission Meeting Dates	The second Tuesday of every other month.
"Completed" initial application for licensure	Due at least 45 days prior to the Commission meeting.
License renewal letters will be mailed out	Approximately 3 months prior to expiration date.
Solicitor Permit	Upon receipt of PSC-4 form, allow 10 working days to process.
Transcript from closed school	Allow 10 working days to process.
Solicitor Permit Renewal letters	Renewed yearly. A renewal letter is mailed to school approximately 30 days prior to solicitor's cancellation date.