

# CLEARINGHOUSE FOR MILITARY FAMILY READINESS

## Military Spouse Licensure Portability

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## Executive Summary

The Military Spouse License Portability project was designed to inform Department of Defense (DoD) policy makers of the amount of time it takes military spouses to obtain an occupational license when they have an inter-state relocation due to a Permanent Change of Station (PCS). The DoD is committed to improving license portability for military spouses and has set as a minimum, near-term standard licensing within 30 days based on minimal documentation (Department of Defense, 2019).

In partnership with the DoD, Defense State Liaison Office (DSLLO), the Clearinghouse for Military Family Readiness at Penn State (Clearinghouse) examined six occupational licensure boards across 50 states and Washington D.C. for a total of 306 boards. The boards and occupations were Accountancy (Certified Public Accountant), Cosmetology, Dentistry (Dental Hygienist), Education (K-12 Teacher), Massage Therapy, and Pharmacy (Pharmacy Technician).

This project report includes a description of the assessment measures and subsequent findings including those related to license-application processing times, supporting documentation requirements, the application process, information accessibility, and application costs. **Several key findings emerged from the assessment. They include the following:**



The majority of examined boards (66%; 198) granted a license or allowed a military spouse a means to begin working within 30 days of the board receiving an application and supporting documentation.

Over 60% of examined boards met the DoD's goal of submitting minimal paperwork with an application. Of the examined boards, 15% (45) did not require any supporting documentation, and 47% (140) required 1-3 documents in addition to the application.



Military spouse specific-licensing options were listed on 35% (105) of occupational board websites.

Based on these findings, three recommendations are put forth to improve military spouse license portability.

**Recommendation 1:** The Defense State Liaison Office, with additional resources, could provide a standardized guide and technical assistance to states that would assist boards in publicizing the process a military spouse should follow when he or she is seeking a professional license. In addition, state-specific assistance information that military spouses could access should be explained and available.

- Options to address these recommendations could include placing links labeled “Military Spouse Information” on board webpages in consistent, easy-to-locate places. These links would then direct the user to actionable steps that a military spouse should complete when applying for a license.
- States could coordinate the support and assistance offered to military spouses among all of the professional boards in a given state. This would ensure that state laws are implemented uniformly, and all boards offer similar services to military spouses.

**Recommendation 2:** State-level boards could reduce the documentation requirements to a minimum level that would allow boards to meet their regulatory requirements and facilitate the military spouse’s application process.

- The required documents could include materials that the military spouse is able to collect without relying on outside agencies and institutions (e.g., military-related, previous license, personal copies of transcripts or board exam scores).
- A two-phase process should be considered, if the number of supporting documents cannot be reduced. Phase one would require that the military spouse supply only documents that he or she could obtain rapidly to be awarded a temporary license for 6 months. Phase two would, then, involve the state board receiving all additional material requirements within 3 months of the temporary license being issued.

**Recommendation 3:** State-level boards could provide military spouses with a means to begin working while awaiting additional documentation or application processing.

- Boards could provide a provisional or temporary license once a military spouse submits proof of previous licensure.

## Assessment Objectives

The Military Spouse Licensure Portability project examines the efficiency of state-licensure portability efforts for military spouses who relocate to a new state but who had been licensed in a different state. The Clearinghouse partnered with the DSLO to extend previous research and complete an assessment that details how much time elapses for military spouses to obtain an occupational license when they have an interstate relocation due to a PCS.

The efficiency of license processing directly impacts a military spouse's ability to work following a military move. Because occupational licensing is regulated at the state level, relicensing is often a requirement for professionals who move across state lines. Orders for military relocations can be given on short notice; therefore, having efficient licensing processes in all 50 states and Washington D.C. can be beneficial in ensuring there are no unintentional gaps in employment following a military move.

License processing is considered efficient if the paperwork required for licensure is minimal, and a license is received within 30 days of application. Efficient license processing may encompass a variety of methods that allow military spouses to begin working within 30 days (i.e., temporary, provisional, or reciprocal licenses; licensing by endorsement; or no license being required to begin working). To assess efficiency, the Clearinghouse researchers collected data related to (a) the preparation of the application and supporting documentation that military spouses must submit to state licensure boards and (b) the time licensure boards require to review and approve the application and grant a license.

## Methods

For this investigation, six occupational licensure boards were examined across 50 states and Washington D.C. The boards and occupations were Accountancy (Certified Public Accountant), Cosmetology, Dentistry (Dental Hygienist), Education (K-12 Teacher), Massage Therapy, and Pharmacy (Pharmacy Technician). Information and data were collected in two phases. The first phase involved conducting a systematic review of each board's website to obtain information and data. The second phase involved contacting each licensing board via phone or email to obtain more data and information. The data obtained from the two phases were entered into surveys that were built in Qualtrics<sup>1</sup> for streamlined compilation, extraction, and analysis. Development of the data-collection surveys involved an iterative, collaborative process to ensure the data collected would meet the project's needs. Research team members piloted and edited data-collection

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<sup>1</sup> <https://www.qualtrics.com/>

surveys as needed prior to starting data collection. The surveys were tailored to each occupation and method of data collected (see Appendix C).

### **Phase one – Systematic Website Data Extraction Process**

The website data extraction process consisted of a systematic and rigorous review of the occupational boards' websites for information on licensure. Website data were collected to determine if each board had sufficient, available online information that pertained to the license-transfer processes for military spouses. Specifically, website data gathering involved reviewing and capturing the following: (1) policies, requirements, and licensing options that pertained only to military spouse applicants including if boards listed a unique point of contact (POC) whom military spouses could use for assistance; (2) application instructions and details (i.e., length of application, required documentation, method of submission, and fees); (3) license processing times and the availability of an expedited application review; and (4) the type of license that is granted by the board (e.g., full license, temporary or provisional license, license via endorsement, no license required) for military spouses who have previously held a license to practice in another state. In addition to gathering this information from the websites, Clearinghouse researchers evaluated the navigability of each website and assessed the ease with which pertinent information could be found, understood, and used.

Data and information were gathered from 300 websites of the six occupations across the 50 states and Washington D.C. Thus, there were six instances in which licensing was not required at the state level. Four states do not require a license to practice massage therapy, and two states do not require licensing for Pharmacy Technicians. This first phase of data collection occurred between January – March 2021.

### **Phase two – Data Extraction through Outreach**

All occupational boards were contacted via phone and/or email<sup>2</sup> to gather more detailed information on military spouse licensing requirements and processes. Boards were asked about (1) the application process a military spouse should use, (2) documentation requirements, (3) internal processing steps (including expedited application review), and (4) licensing timelines and availability of unique POCs for military spouses. If boards granted a temporary or provisional license, license via endorsement, or did not require a license, this information was also documented.

Step one of this phase was to contact the licensing board via phone. Responses were recorded when the Clearinghouse researchers reached an individual who was available and willing to answer questions. When this occurred, data collection was considered complete for that occupational board. If the Clearinghouse researchers were unable to reach a person via phone (e.g., sent to voicemail and message not returned, automated messaging systems not connected to a line monitored by humans, no phone number available), step two was to send an email that requested an interview. This email also

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<sup>2</sup> Some boards only listed email contact information, while others only listed a phone number. Most state boards provided both as contact options.

included a fillable PDF attachment that contained questions, and these questions could be answered in the PDF as an alternative to a phone interview. Clearinghouse researchers employed a script, an email template, and a fillable PDF questionnaire when communicating with the occupational boards. These documents are in Appendices D-F. This phase of data collection occurred between February - May 2021.

Of the 300 occupational boards contacted, 213 responded. Response rates are recorded in Table 1.

**Table 1**

*Phase Two Licensing Board Outreach Rates*

	Responses/ Boards	Response rates
<b>Total responses</b>	<b>213/300</b>	<b>71%</b>
Accountancy	39/51	76%
Cosmetology	32/51	63%
Dentistry	37/51	72%
Education	37/51	72%
Massage Therapy	32/47	68%
Pharmacy	36/49	73%

### **Data Analysis**

Qualitative and quantitative data from both phases were extracted from Qualtrics and analyzed using Statistical Package for the Social Sciences (SPSS)<sup>3</sup> and Microsoft Excel. Frequencies were computed for survey items as necessary for reporting. For phase one, 35% of data entries across boards and states were checked for reliability by the project leader. For phase two, each board's data for each state were initially assessed by one coder and verified by a second coder. Any discrepancies between coders were discussed and resolved during coding reliability meetings to ensure data were accurate.

To increase accuracy in coding, data collected from both data-collection phases were evaluated to determine the efficiency of license processing and to inform the project results. If there was a contradiction between the two data sources (i.e., website versus outreach), the outreach response was listed. Outreach data were collected after the website data were gathered and may be more accurate in instances in which policies have recently changed or when websites lacked detailed information.

Three criteria domains were used to code the license processing data: processing time, temporary or provisional licensure, and expedited application processing for military spouses.

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<sup>3</sup> <https://www.ibm.com/products/spss-statistics>

Licensing processing time was coded based on four options. They were “30 days or less,” “More than 30 days,” “Variable,” and “Not available.” The “Variable” selection was made when the board’s response was recorded as a time range. In most instances, the time frame that was provided spanned the first two options (i.e., license processing took 15-45 days).

States were coded as offering temporary/provisional licenses if they had a method in place to allow military spouses to begin working expeditiously. States met this criteria by granting one of the following: (1) temporary licenses while an application was being processed; (2) temporary licenses that were valid for varying timeframes, which ranged from 4 months to 3 years; (3) provisional licenses that could be used while the board was awaiting requested documentation; and (4) no additional license and spouses were able to work using their previous states’ license with no further paperwork. States were coded as offering expedited application processing if this was indicated on the website or in the outreach data (i.e., military spouse applications are placed in front of all other applications).

Information accessibility was determined by assessing each occupational board’s website and coding the responses to three questions. The questions were as follows: (1) Was the phrase “Military spouse” on the website?; (2) Did the website provide information pertaining to military spouse applicants? This information could be listed under “Military spouse,” “Veteran,” or “Military” links; and (3) Were military spouses’ license recognition, transfer, or reciprocity options displayed on the website? Each “yes” answer was given a numerical score of one. Thus, for states with six examined boards, scores could range from 0-18. State-wide scores are depicted on a scale using colors. States were coded green if their score was between 12-18, yellow if their score was between 6-11, and red if their score was between 0-5 (see Appendix A for state findings regarding information accessibility).

## **Findings**

This project consisted of a multi-faceted examination of how occupational licensing boards processed military spouse applicants. While this assessment’s main focus centered on the amount of time it took for a spouse to be licensed in a new state, other aspects of the application process were also examined. Results are presented in the following areas of interest: application processing time, documentation requirements, the application process, information accessibility, and cost. In addition, each state’s findings are detailed in reports located in Appendix A.

## Application Processing Time

Processing time is defined as the amount of time that elapses from when a military spouse submits an application and supporting documentation until he or she receives a license (i.e., applicant can begin work). Processing time for an application begins when a complete application is received by the board. Delivery of the required documents (e.g., previous license verification, background checks, professional exam results, certified or official transcripts) is dictated by agencies or institutions, and this time is out of the control of the military spouse. The majority of boards indicated that application processing cannot be completed until all required paperwork has been received by the licensing board. This aspect of the process may be a significant barrier to spouses being able to work within 30 days.

States used a variety of methods for managing military spouse occupational licensing. For example, some states offered temporary licensing, which provides a short-term license to practice, with the expectation that the military spouse will submit all required paperwork by a pre-determined date to obtain a permanent license. Similarly, provisional licenses were offered in certain states. These license types often include conditions that must be met to obtain a permanent license, and, sometimes, the practitioner is limited in what he or she can do before the permanent license is received. Reciprocal licensing, or licensing by endorsement, was another licensing method used by some states. Endorsement-related approaches require applicants to prove that they were licensed to practice in another state; this approach streamlines the process of verifying licensee qualifications. Some occupations do not require a practitioner to be licensed. In these cases, processing times are considered not relevant as board licensure is not applicable and, therefore, takes 0 days to process.

Of the six occupations that were examined, 66% of the state boards had efficient processing times for occupational licensure (i.e., licenses are received within 30 days of application submission, or a spouse is able to begin work within 30 days). Approximately 12% of the state boards had inefficient processing times (i.e., license processing takes greater than 30 days), and 7% of the state boards had variable processing times. Of the 35 state boards that required more than 30 days to grant a license, nine offered temporary or provisional licenses, so a military spouse could begin working before a full license was granted. Approximately half of states (45%; 134) prioritized or expedited military spouse applications. Due to a lack of information on boards' websites or no return contact from outreach efforts, Clearinghouse researchers were not able to determine 13% of the states' processing times. The lack of easily available information or an ability to make contact indicates a system that is not consumer-focused. Note, these percentages do not add up to 100% due to overlapping processing-time responses.

Table 2 presents a consolidated matrix of the examined boards' processing times. This table depicts the boards that enabled military spouses to work within 30 days of application submission, which indicates efficient license processing. A color-coding system and symbols were used to illustrate these results.

- Boards were coded green if they issued a military spouse an occupational license within 30 days of receiving an application and/or provided a method in which a military spouse could begin working within 30 days of applying. The color green was also used to depict if a state did not require a license to work in each occupation.
- Boards were coded red if license processing time was greater than 30 days.
- Boards were coded yellow if the application processing time was variable. In most instances, the time range spanned the “30 days or less” and the “More than 30 days” options.
- Boards were coded white if military spouse applications were expedited, but details about processing time were not provided by the board on the website or during the outreach data-collection process.
- If the board’s application processing time was unknown, that row was shaded gray.

**Table 2**  
**Consolidated License Processing Times**

	Accountancy	Cosmetology	Dental Hygiene	Massage Therapy	Pharmacy Tech	Teacher
Alabama	Y	Y	V			E
Alaska	Y	Y	V	E	E	
Arizona	V	Y	Y	Y		Y
Arkansas	Y	Y			Y	Y
California	Y	VE	E	N/R	NE	N
Colorado	Y	Y	Y	Y	Y	NE
Connecticut	Y		Y	Y		Y
Delaware	Y	Y	Y	Y	Y	
Florida	Y		Y	Y	Y	
Georgia	V	Y	Y	Y		Y
Hawaii	Y	Y	Y	Y	N/R	Y
Idaho	Y	Y	Y	Y	Y	V
Illinois	VE	VE	NE	NE	E	Y
Indiana	V	Y	Y	Y	Y	V
Iowa	Y	E	Y	Y	Y	Y
Kansas		Y		N/R	Y	N
Kentucky	V	Y	Y	Y	Y	Y
Louisiana	N	N	N	Y	Y	Y
Maine		Y	Y		Y	V
Maryland	N	Y	E	N	Y	Y*
Massachusetts	E	E	E	NE	Y	Y
Michigan	Y	Y	Y		Y	Y
Minnesota	Y	Y	NE	N/R	Y	Y
Mississippi	V	Y	Y	Y		Y
Missouri	Y	Y	Y	Y	Y	V
Montana	Y		Y	Y		N
Nebraska	Y	Y	Y	Y	Y	Y
Nevada	Y	Y	Y	Y	Y	Y
New Hampshire			Y		Y	
New Jersey	Y	Y	N	Y	Y	
New Mexico	E	Y	Y	Y	Y	Y
New York	Y	Y	Y	E	E	Y
North Carolina	Y	Y	Y	Y	Y	E
North Dakota	Y	Y	Y	Y	Y	
Ohio	Y	Y	Y	Y	Y	Y
Oklahoma	Y		Y*		Y	VE
Oregon	Y	Y	NE	Y	NE	Y
Pennsylvania	Y	Y	Y		N/R	Y
Rhode Island	Y	Y		Y	Y	N
South Carolina	Y	E	NE		E	Y
South Dakota	Y	Y*	Y	Y	Y	Y
Tennessee	Y	Y	Y	Y	NE	Y
Texas	Y	E	Y	Y	Y	
Utah	Y	Y	Y	Y	Y	Y
Vermont	Y	Y	Y	Y	Y	Y
Virginia	Y	E	Y	NE	E	N
Washington	Y	E	E	Y	Y	E
Washington D.C.			Y			
West Virginia	Y	Y	Y	Y	Y	Y
Wisconsin	Y	Y	NE	NE		N
Wyoming	Y	Y		N/R	Y	N

Legend	
Y	Military spouse can work within 30 days
N/R	License is not required to practice
N	License processing takes over 30 days
V	Variable processing time, typically spanning < 30 day and > 30 day options
E	Applications are expedited for military spouses, but processing time was not provided
*	Applicable if spouse has an employment offer
	All processing data unknown

**Key Takeaways:**

Two-thirds of the boards (66%; 198) enabled military spouses to begin working within 30 days of submitting an application for an occupational license.

All of the examined boards in Hawaii, Nebraska, Nevada, Ohio, South Dakota, Utah, Vermont, and West Virginia allowed a military spouse to begin working within 30 days of submitting an application.

Military spouses can begin working w/in 30 days	72% (37)	71% (36)	67% (34)	66% (31)	67% (33)	53% (27)
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Note: Many boards expedited military spouses' applications. "E" is only used if the board expedited the application review and did not provide a processing time.

## Expanded License Processing-Time Data

Comprehensive licensing processing-time information is presented by occupation in Tables 3-8. These tables illustrate the following: processing times, whether temporary or provisional licenses were granted, and whether military spouse applications were expedited. A color-coding system and symbols were used to highlight these results.

- Processing time
  - States were coded green if the board issued military spouses an occupational license within 30 days of receiving an application and/or provided a method in which a military spouse could begin working within 30 days of applying.
  - States were coded red if the process took longer than 30 days to issue an occupational license to a military spouse.
  - States were coded yellow if the website or outreach data indicated that the application processing time was variable. In most instances, the time range spanned the “30 days or less” and the “More than 30 days” options.
  - If the board’s application processing time was unknown, that row was shaded gray.
- The temporary/provisional column was coded green for states that granted temporary or provisional licenses or issued licenses by endorsement. Each state listed in the temporary/provisional column had a method in place to allow military spouses to begin working expeditiously. Some states offered temporary licenses while an application was being processed; other states offered temporary licenses, which are valid for varying timeframes that range from 4 months to 3 years; some states offered provisional licenses while the board was awaiting requested documentation; and some states allowed spouses to work using their previous state’s license with no additional paperwork.
- There were instances in which no license was required to begin working. This situation is indicated on the table with the following phrase: “License not required.”

## Accounting (Certified Public Accountant)

Data from 51 boards were examined. At 72% (37), Accountancy boards were the most likely of all researched boards to issue licenses or allow military spouses a method to begin working within 30 days of applying for a license. License processing times at 8% (4) of the Accountancy boards exceeded 30 days; 45% (23) of the boards expedited the application review for military spouses. Of the four states in which Accountancy boards required more than 30 days to grant a CPA license, two boards offered temporary or provisional licenses, which would allow a military spouse to begin working before a full license is granted.

Some Accountancy boards utilized the National Association of State Boards of Accountancy (NASBA) to facilitate their licensing process. This organization provides licensing services including candidate eligibility determinations, education evaluations, and application processing.

**Table 3**  
Accountancy (CPA) License Processing Times

Accountancy			
	Processing time	Temporary / Provisional	Expedited for mil spouses
Alabama	•		
Alaska	-√	•	▷
Arizona	-		
Arkansas		•	▷
California	•		▷
Colorado	•	•	▷
Connecticut	•		▷
Delaware		•	
Florida	•		
Georgia	-		
Hawaii	▲	-√	▷
Idaho	•		▷
Illinois		-	▷
Indiana		-	
Iowa	•		
Kansas			
Kentucky	-√		
Louisiana	▲		
Maine			
Maryland	▲		
Massachusetts			▷
Michigan		•	
Minnesota		•	
Mississippi	-		
Missouri	•		
Montana	•		
Nebraska	•		▷
Nevada	•		
New Hampshire			
New Jersey	•		▷
New Mexico			▷
New York	▲	•	▷
North Carolina	•	•	▷
North Dakota	•	•	▷
Ohio	•		
Oklahoma	•		▷
Oregon	•		
Pennsylvania	•		
Rhode Island	•	-√	▷
South Carolina		•	▷
South Dakota	•		
Tennessee	•	•	
Texas	•		
Utah		•	
Vermont	•		▷
Virginia	•		▷
Washington	•		▷
Washington D.C.			
West Virginia	•		▷
Wisconsin	•	•	▷
Wyoming	•		

Legend	
•	Military spouse can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
√	Board approves applications at board meetings
▷	Expedited for military spouses
State	All processing data unknown

**Key Takeaway:** Thirty-seven states have enacted policies that enable military spouses to begin working within 30 days of an application submission for an occupational license.

**Notes:**

- Accountancy boards' variable processing times ranged from 1-6 weeks to 2-8 weeks.
- Some states took longer than 30 days to process an application, but this was mitigated by the state granting a temporary license, which allows a spouse to start working before a full license is issued.

## **Cosmetology**

Data from 51 Cosmetology boards were examined. Seventy percent (36) of Cosmetology boards issued licenses or allowed military spouses a method to begin working within 30 days of applying for a license. License processing times at 4% (2) of the Cosmetology boards exceeded 30 days. Thirty-nine percent (20) of the boards expedited the application review for military spouses. Of the two states in which Cosmetology boards required more than 30 days to grant a Cosmetology license, one offered a temporary or provisional license, which would allow a military spouse to begin working before a full license is granted.

**Table 4**  
*Cosmetology License Processing Times*

Cosmetology			
	Processing time	Temporary / Provisional	Expedited for mil spouses
Alabama	•		
Alaska		•	▷
Arizona	•		
Arkansas	•	•	
California		-	▷
Colorado	•	•	▷
Connecticut			
Delaware		•	
Florida			
Georgia	•		
Hawaii	•		▷
Idaho	•		▷
Illinois		-	▷
Indiana	•		
Iowa			▷
Kansas	•		▷
Kentucky	•		
Louisiana	▲		
Maine	•		
Maryland	•	•	
Massachusetts			▷
Michigan		•	▷
Minnesota	•	•	
Mississippi	•		
Missouri	•		
Montana			
Nebraska	•	•	
Nevada	•		
New Hampshire			
New Jersey	•		▷
New Mexico	•		▷
New York	•		▷
North Carolina	•		
North Dakota	•		
Ohio	•	•	▷
Oklahoma			
Oregon	•	•	
Pennsylvania	•		
Rhode Island		•	▷
South Carolina			▷
South Dakota		• ★	
Tennessee	•	•	▷
Texas			▷
Utah		•	
Vermont	•		
Virginia			▷
Washington			▷
Washington D.C.			
West Virginia	▲	•	
Wisconsin		•	
Wyoming	•		

Legend	
•	Military spouse can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
State	All processing data unknown

**Key Takeaway:** Thirty-six states have enacted policies that enable military spouses to begin working within 30 days of an application submission for an occupational license.

**Notes:**

- Cosmetology boards' variable processing times ranged from less than 30 days to 2-8 weeks.
- Some states took longer than 30 days to process an application, but this was mitigated by the state granting a temporary license, which allows a spouse to start working before a full license is issued.

## **Dentistry (Dental Hygiene)**

Data from 51 Dentistry boards were examined. Sixty-seven percent (34) of the Dentistry boards issued licenses or allowed military spouses a method to begin working within 30 days of applying for a license. License processing times at 18% (9) of the Dentistry boards exceeded 30 days. Forty-five percent (23) of the Dentistry boards expedited the application review for military spouses. Of the nine states in which Dentistry boards required more than 30 days to grant a Dental Hygiene license, two offered temporary or provisional licenses, which would allow a military spouse to begin working before a full license is granted.

At least 10 states required applicants to complete a jurisprudence exam prior to licensure. This exam appears to contribute to the number of states that take greater than 30 days to license Dental Hygienists.

**Table 5**  
**Dentistry (Dental Hygienist) License Processing Times**

Dentistry				
	Processing time		Temporary / Provisional	Expedited for mil spouses
Alabama		-√		
Alaska		-√		▷
Arizona	•			
Arkansas				
California				▷
Colorado	•		•	▷
Connecticut	•			
Delaware			•	▷
Florida	•		•	
Georgia	•			
Hawaii	•			
Idaho	•			▷
Illinois	▲			▷
Indiana	•			
Iowa	•			▷
Kansas				
Kentucky	•			
Louisiana	▲			
Maine	•			
Maryland				▷
Massachusetts				▷
Michigan	▲		•	
Minnesota	▲			▷
Mississippi	•			
Missouri	•			
Montana	•			
Nebraska			•	
Nevada	•		•	▷
New Hampshire	•		•	
New Jersey	▲			
New Mexico	•			▷
New York	▲		•	▷
North Carolina			•	▷
North Dakota	•		•	▷
Ohio	•			▷
Oklahoma		-√	•★	
Oregon	▲			▷
Pennsylvania			•	
Rhode Island				
South Carolina	▲			▷
South Dakota	•		•	
Tennessee	•		•	▷
Texas	•			
Utah			•	
Vermont	•			
Virginia	•		•	▷
Washington				▷
Washington D.C.	•		•	▷
West Virginia	•			
Wisconsin	▲			▷
Wyoming				

Legend	
•	Military spouse can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
State	All processing data unknown

**Key Takeaway:** Thirty-four states have enacted policies that enable military spouses to begin working within 30 days of an application submission for an occupational license.

**Notes:**

- Dentistry boards' variable processing times ranged from 3-5 days to 4-6 weeks. Some boards only approved applications at monthly meetings.
- Some states took longer than 30 days to process an application, but this was mitigated by the state granting a temporary license, which allows a spouse to start working before a full license is issued.

## **Massage Therapy**

Data from 47 Massage Therapy boards were examined. Four states (7.8%) did not require a license to practice massage therapy. All percentages in this report, for this occupation, were derived from the 47 states and Washington D.C. that did require a license to practice massage therapy. Two-thirds (31) of the Massage Therapy boards issued licenses or allowed military spouses a method to begin working within 30 days of applying for a license. License processing times at 11% (5) of the Massage Therapy boards exceeded 30 days. Slightly more than half, or 53% (25), of the boards expedited the application review for military spouses. Of the five Massage Therapy boards that required more than 30 days to grant a Massage Therapy license, none offered temporary or provisional licenses.

**Table 6**  
*Massage Therapy License Processing Times*

Massage Therapy			
	Processing time	Temporary / Provisional	Expedited for mil spouses
Alabama			
Alaska			▷
Arizona	•		
Arkansas			
California	License not required		
Colorado	•	•	▷
Connecticut	•		
Delaware		•	
Florida	•	•	
Georgia	•		▷
Hawaii	•		
Idaho		•	
Illinois	▲		▷
Indiana		•	▷
Iowa		•	▷
Kansas	License not required		
Kentucky	•		▷
Louisiana	•		▷
Maine			
Maryland	▲		
Massachusetts	▲		▷
Michigan			
Minnesota	License not required		
Mississippi	•	•	
Missouri		•	
Montana	•		
Nebraska		•	▷
Nevada	•	•	▷
New Hampshire			
New Jersey	•		▷
New Mexico	•	•	▷
New York			▷
North Carolina	•		
North Dakota	•	• ✓	▷
Ohio	•		
Oklahoma			
Oregon	•	•	▷
Pennsylvania			
Rhode Island	•		▷
South Carolina			
South Dakota	•		▷
Tennessee	•		▷
Texas	•	•	▷
Utah		•	
Vermont	•	•	▷
Virginia	▲		▷
Washington	•	•	▷
Washington D.C.			
West Virginia	•		▷
Wisconsin	▲		▷
Wyoming	License not required		

Legend	
•	Military spouse can work within 30 days
▲	License processing takes over 30 days
✓	Board approves applications at board meetings
▷	Expedited for military spouses
State	All processing data unknown

**Key Takeaway:** Thirty-one states have enacted policies that enable military spouses to begin working within 30 days of an application submission for an occupational license.

**Notes:**

- Four states did not require Massage Therapists to be licensed: California, Kansas, Minnesota, and Wyoming.

## Pharmacy Technician

Data from 49 Pharmacy boards were examined. Two states (3.9%) did not require a license<sup>4</sup> to work as a Pharmacy Technician. All percentages in this report, for this occupation, were derived from the 49 states and Washington D.C. that do require a license for Pharmacy Technicians. Sixty-seven percent (33) of the Pharmacy boards issued licenses or allowed military spouses a method to begin working within 30 days of applying for a license. License processing times at 8% (4) of the Pharmacy Technician boards exceeded 30 days. Forty-seven percent (23) of the boards expedited the application review for military spouses. Of the four states that required more than 30 days to grant a Pharmacy Technician license, one offered a temporary or provisional license, which would allow a military spouse to begin working before a full license is granted.

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<sup>4</sup> Some states license Pharmacy Technicians, and others require registration. For the purposes of this assessment, the Clearinghouse refers to both as licensing.

**Table 7**

*Pharmacy (Pharmacy Technician) License Processing Times*

	Pharmacy		
	Processing time	Temporary / Provisional	Expedited for mil spouses
Alabama			
Alaska			▷
Arizona			
Arkansas	•		▷
California	▲		▷
Colorado	•	•	
Connecticut			
Delaware		•	
Florida	•	•	
Georgia			
Hawaii	License not required		
Idaho	•	•	▷
Illinois			▷
Indiana		•	▷
Iowa	•		▷
Kansas	•		
Kentucky	•		
Louisiana	•	•	▷
Maine	•		▷
Maryland	•		
Massachusetts	•		▷
Michigan	•		
Minnesota	•		
Mississippi			
Missouri	▲	•	
Montana			
Nebraska	•	•	▷
Nevada	•		
New Hampshire	•		
New Jersey	•	•	▷
New Mexico		•	▷
New York			▷
North Carolina	•		▷
North Dakota	•	•	
Ohio	•		▷
Oklahoma	•		
Oregon	▲		▷
Pennsylvania	License not required		
Rhode Island		•	▷
South Carolina			▷
South Dakota	•		
Tennessee	▲		▷
Texas		•	▷
Utah		•	
Vermont	•	•	
Virginia			▷
Washington	•	•	▷
Washington D.C.			
West Virginia	•		
Wisconsin			
Wyoming	•	•	

Legend	
•	Military spouse can work within 30 days
▲	License processing takes over 30 days
▷	Expedited for military spouses
State	All processing data unknown

**Key Takeaway:** Thirty-three states have enacted policies that enable military spouses to begin working within 30 days of an application submission for an occupational license.

**Notes:**

- Some states license Pharmacy Technicians, and others require registration. For the purposes of this assessment, the Clearinghouse refers to both as licensing.
- Two states did not require Pharmacy Technicians to be licensed: Hawaii and Pennsylvania.
- Some states took longer than 30 days to process an application, but this was mitigated by the state granting a temporary license, which allows a spouse to start working before a full license is issued.

## Education (K-12 Teacher)

Data from 51 Education boards were examined. Slightly more than half (27; 53%) of the Education boards issued licenses<sup>5</sup> or allowed military spouses a method to begin working within 30 days of applying for a license. License processing times at 22% (11) of the Education boards exceeded 30 days. Thirty-nine percent (20) of the boards expedited the application review for military spouses. Of the 11 state Education boards that required more than 30 days to grant a teaching certificate, three offered temporary or provisional licenses, which would allow a military spouse to begin working before a full license is granted.

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<sup>5</sup> Most states issue a teacher certification rather than a license. For the purposes of this assessment, the Clearinghouse refers to both as licensing.

**Table 8**  
Education (K-12 Teacher) License Processing Times

Education			
	Processing time	Temporary / Provisional	Expedited for mil spouses
Alabama			▷
Alaska			
Arizona	●		▷
Arkansas		●	▷
California	▲		
Colorado	▲		▷
Connecticut	▲	●	
Delaware			
Florida			
Georgia	●	-	●
Hawaii	●		▷
Idaho		-	
Illinois	●	-	
Indiana		-	
Iowa	●		
Kansas	▲		
Kentucky	●		
Louisiana	●		
Maine		-	
Maryland		●★	▷
Massachusetts		●	▷
Michigan	●	●	
Minnesota	●		
Mississippi	●		
Missouri		-	
Montana	▲	-	
Nebraska	▲	●	▷
Nevada	●		
New Hampshire			
New Jersey			
New Mexico	●	●	▷
New York		●	▷
North Carolina			▷
North Dakota			
Ohio	●	●	
Oklahoma		-	▷
Oregon	▲	●	▷
Pennsylvania	●		▷
Rhode Island	▲		
South Carolina	●		▷
South Dakota		●	▷
Tennessee	●		▷
Texas			
Utah	●		▷
Vermont	●	●★	
Virginia	▲		
Washington			▷
Washington D.C.			
West Virginia	●	●	
Wisconsin	▲		
Wyoming	▲		

Legend	
●	Military spouse can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
State	All processing data unknown

**Key Takeaway:** Twenty-seven states have enacted policies that enable military spouses to begin working within 30 days of an application submission for an occupational license.

**Notes:**

- Education boards' variable processing times ranged from less than 1 week to 2-16 weeks.
- Some states took longer than 30 days to process an application, but this was mitigated by the state granting a temporary license, which allows a spouse to start working before a full license is issued.

## Required Documentation

Boards required a range of documents to accompany a license application. For example, one state board's application may only require one accompanying document, while another application could require up to 13 additional documents. Required documents may be education-related (e.g., course transcript, diploma or graduation certificate, proof of supervised experience), experience-related (e.g., employment history, endorsement or recommendation letter from a previous employer, documentation of continuing education hours), demographic (e.g., military ID card, PCS orders, Social Security card, Driver's license, photo), or background check/clearance-related. Boards may have also required proof of passing national, regional, or state professional examinations.

In addition to requesting supporting documentation, boards generally required a military spouse to demonstrate being previously licensed in another state as part of the license transfer process. This ranged from listing the previous license information on the application to requiring verification be mailed from the previous state's licensing board. Eighty-five percent of the boards (256) required an applicant to provide confirmation of previous licensure.

Many boards met the DoD's goal of submitting minimal paperwork with an application. Of the examined boards, 47% (140) required 1-3 documents in addition to the application, while 15% (45) did not require any supporting documentation.

Cosmetology boards required applicants to submit the fewest documents with an application. Seventy-six percent (39) of Cosmetology boards required three or fewer supporting documents (not including a previous state's license). Dentistry boards required the most documentation to be submitted with an application. Approximately one-third (28%) required seven or more documents, and another third (31%) required that between 4-6 documents accompany an application. Dentistry boards often required additional medical-related documents (e.g., CPR certification, infectious disease training certificate, radiation safety training) that other boards did not request.

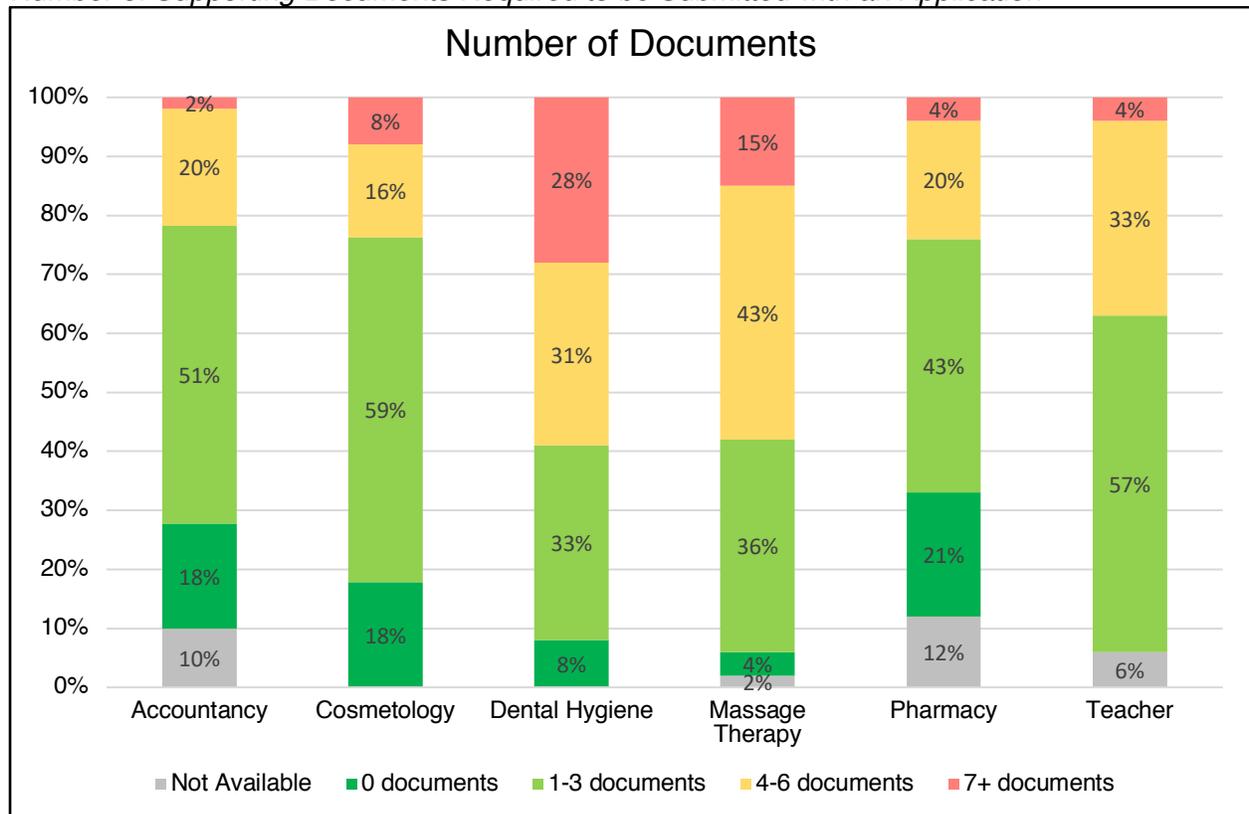
With almost 30% (88) of the boards requiring state or regional examination and 48% (120) of examined boards (excluding Cosmetology) requiring a background check, each time a military spouse moves to a new state he or she will likely be faced with taking a state or regional exam and/or applying for a new background check. The exams require study, preparation, and scheduling during an already busy time, and the background check may entail traveling to have fingerprints taken and completing a lengthy application. Both requirements are burdensome, particularly because the spouse is fully qualified and currently licensed to practice in the profession in another state.

Figures 1-4 describe occupational board document submission requirements. Figure 1 shows the number of supporting documents required to be submitted with an application. This figure includes education-related, experience-related, and other documents that

must be submitted with an application. Figure 2 and Figure 3 provide a breakdown of education-related/experience-related documents, such as transcripts or work history forms, and other documents, such as a copy of a marriage license or a spouse’s military dependent ID card. Figures 1-3 also indicate the percentage of boards for which information about required documents was not available; this was primarily due to data collectors’ inability to access applications or portals that contained this specific information. Figure 4 provides a breakdown of additional key documents or information required beyond education-related/experience-related documents and other documents, such as a background clearance or professional examination scores.

**Figure 1**

*Number of Supporting Documents Required to be Submitted with an Application*

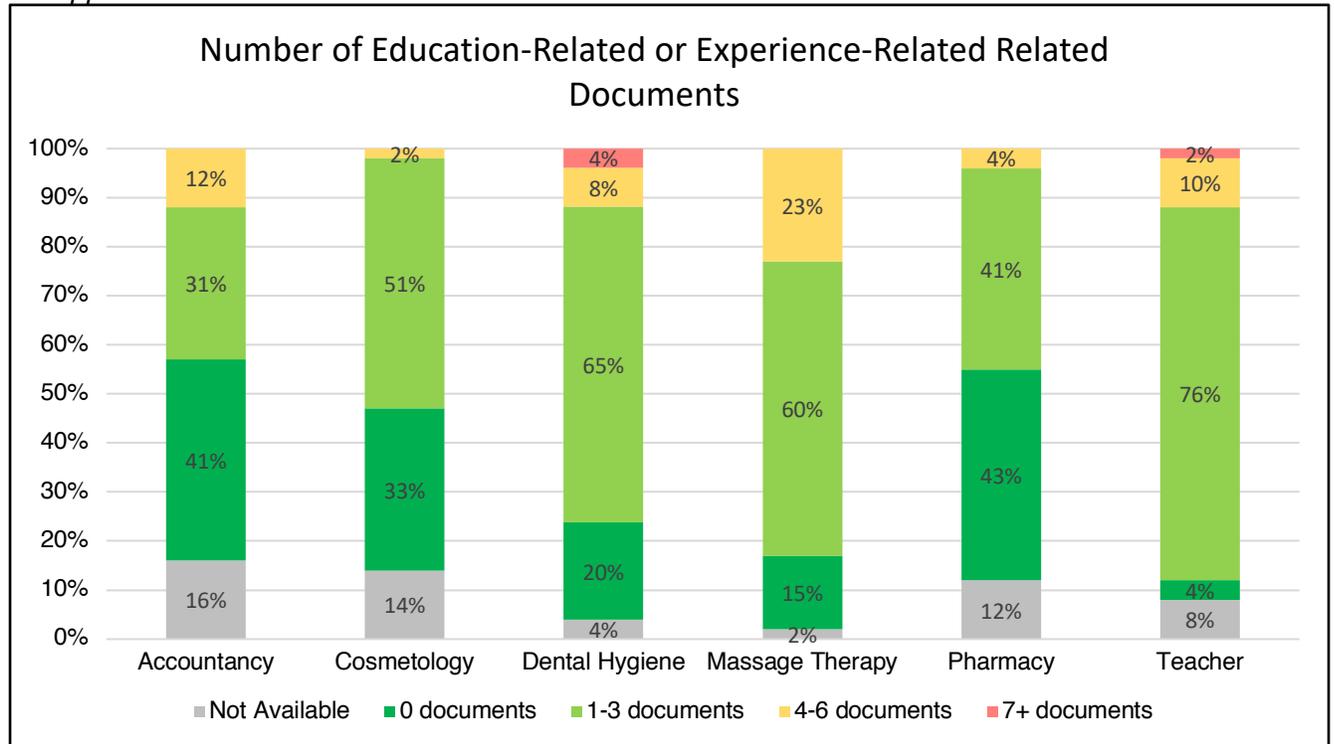


**Takeaways:**

- Of the examined boards, 45 (15%) did not require any supporting documentation.
- Over one-third of the examined boards (112; 37%) required applicants to submit four or more supporting documents.
- Accountancy and Cosmetology boards required fewer documents than other boards. For Accountancy, 69% required three or fewer documents. For Cosmetology, 77% required three or fewer documents.

**Figure 2**

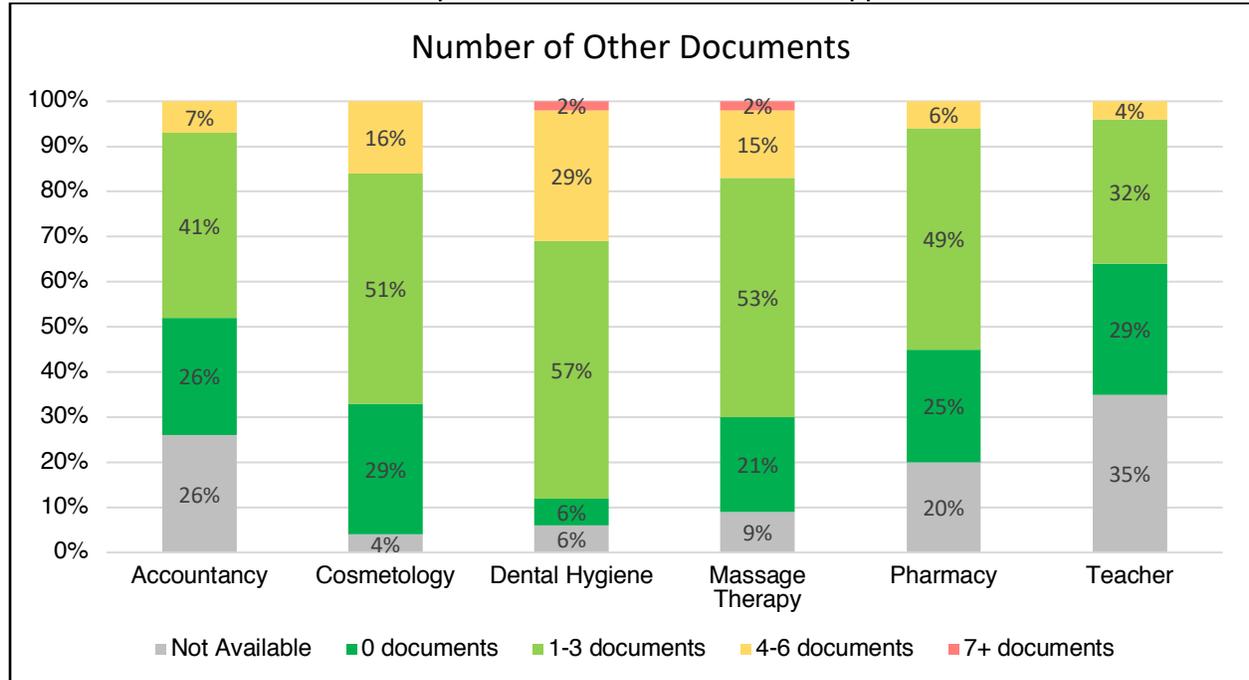
*Number of Education-Related or Experience-Related Documents Required to be Submitted with an Application*



Types of Education-Related/Experience-Related Documents	
Diploma or program completion certificate	Verification of supervised experience or hours of training as an apprentice/student
Transcript sent from the school	Endorsement or recommendation letter from a previous employer
Transcript sent from the applicant	Curriculum Vitae or Resume
Work experience documentation form, letter, or affidavit	Documentation of Continuing Education hours

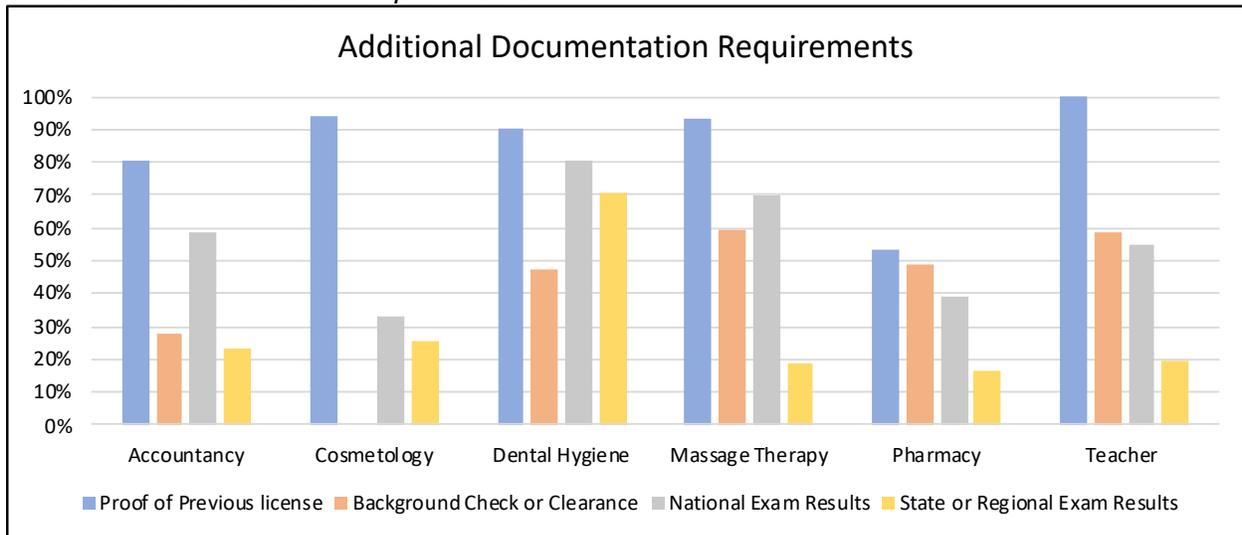
**Figure 3**

*Number of Other Documents Required to be Submitted with an Application*



Types of Other Documents	
Driver's license or non-driver ID card	Spouse's military dependent ID card
Proof of citizenship (e.g., passport, birth certificate, naturalization papers)	Military member's military ID card or other proof of service
Marriage license	Military member's commanding officer's signature on a form
Social Security card	Military member's PCS orders
Photo (hard copy or digital)	Military spouse supplemental form
Out of state reciprocity application or form	Military spouse fee waiver form
Dental Hygiene "Other documents" include medical-related documents (e.g., CPR certification, radiation safety training, a malpractice insurance letter)	

**Figure 4**  
*Additional Documentation Requirements*



Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Takeaways:**

- A background check or clearance verification was required by 48% (120) of the examined boards. Cosmetology boards were excluded from this calculation.
- More than half of the boards (168; 56%) required national examination results, and 29% (88) required state or regional examination results.
- Excluding Dentistry boards, 16%-26% of the state boards required state or regional exam results.

**The Application Process and Information Accessibility**

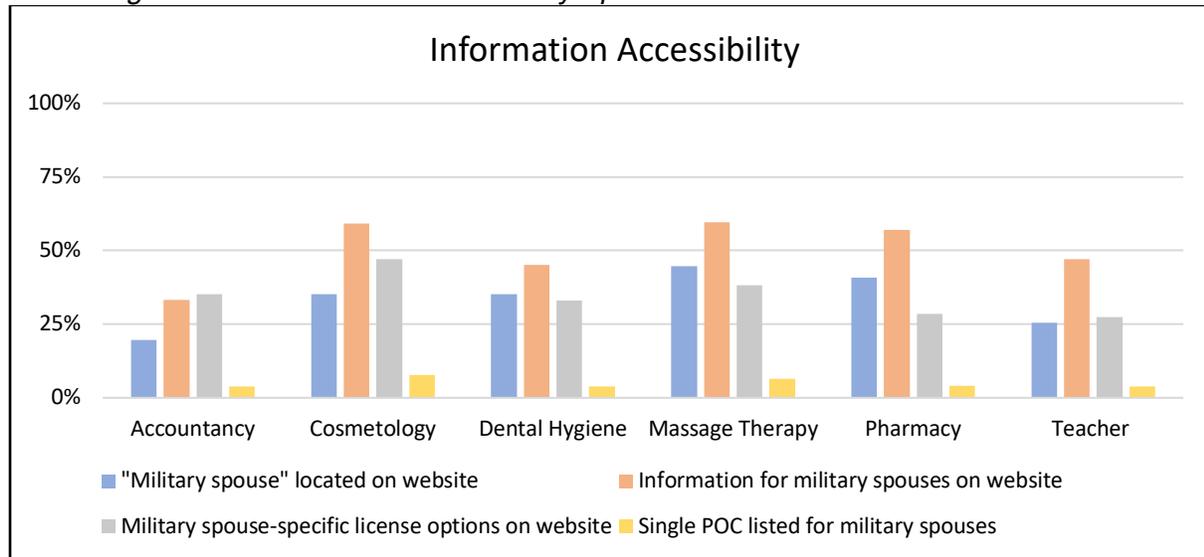
The design of the occupational board websites and the application process directly affect the licensing burden on military spouses. Highlighting military spouse-specific information on board websites and providing well-defined application instructions could significantly reduce the time involved in preparing to become licensed in a new state of residence. One of the major barriers to transferring or obtaining a license is understanding all the requirements of the licensing board. Clearly presenting necessary information, displaying an application checklist, and using plain language instead of posting legal documents or regulations are ways in which boards could mitigate barriers. Minimizing the number of documents that are required to be submitted and expediting the application review could also reduce the amount of time a military spouse spends becoming licensed.

Boards make licensing information readily accessible for military spouses by having the phrase “Military Spouse” located on their websites. Thirty-three percent (100) of the examined boards listed “Military Spouse” on their home page or in other easy-to-find locations on their websites. Although not as straightforward, boards also presented military spouse-related information under “Veteran” or “Military” tabs or links. Almost half (49%; 147) of the boards provided information pertinent to military spouses under those

types of links. Figure 5 describes how boards presented military spouse-specific information on their websites. Notable differences were identified among and within states in how boards publicized the assistance offered to military spouses. California, Colorado, Delaware, Illinois, Indiana, Massachusetts, Michigan, New Jersey, New York, South Carolina, Texas, Utah, and Wisconsin used consistent and well-communicated messaging for military spouses.

Another aspect of the licensing process is providing assistance to spouses who may need support. Only 15 boards (5%) offered military spouse applicants a single POC for assistance or a separate email address. However, most boards did have trained general customer service representatives who could answer military spouse-related questions. All of the examined boards in Illinois, New Jersey, and South Carolina provided concierge-style customer service to military spouses.

**Figure 5**  
*Percentage of Boards that Provided Military Spouse-Related Information on their Websites*



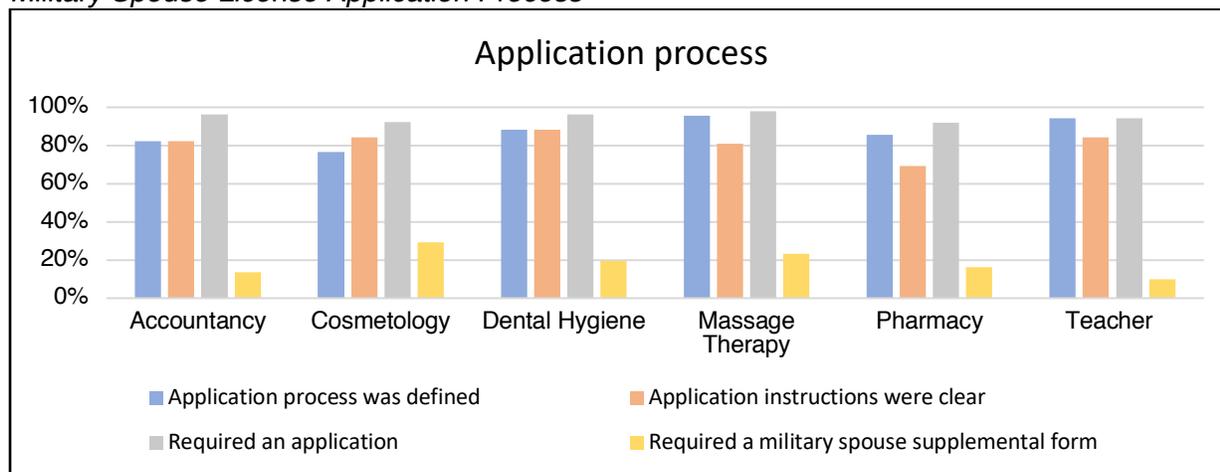
**Takeaways:**

- Between 20%-45% of state board websites had “Military spouse” specifically listed on the menu/website.
- Military spouse-specific licensing options were listed on 35% (105) of the websites.

Beyond providing well-placed usable information on websites, over one-third of the boards (104) had unique application or licensing processes that apply only to military spouses. These may include an abbreviated application, reduced supporting documentation requirements, or waived application fees. An expedited application review often occurs after an applicant identifies as a military spouse.

Application process details are presented in Figures 6 and 7, and they depict how boards explained the application process and the number of steps applicants must complete before submitting an application.

**Figure 6**  
*Military Spouse License Application Process*



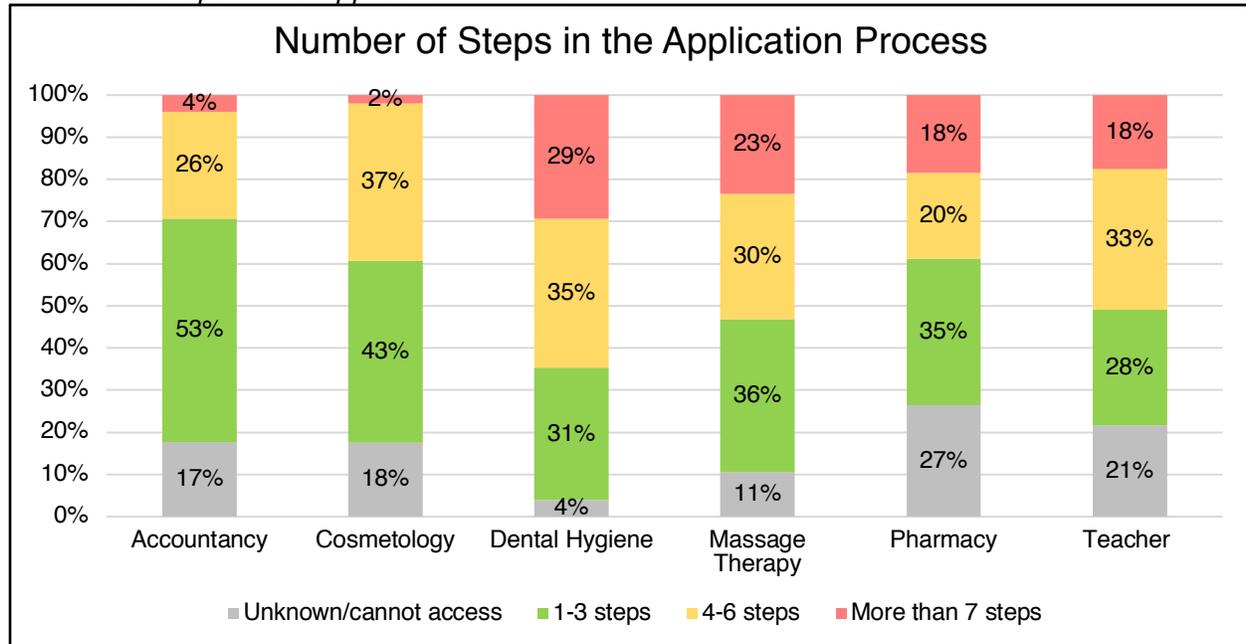
**Takeaways:**

- Between 76%-96% of the boards defined the application process on their websites.
- Over 80% (82%; 245) of the boards provided clear application instructions.
- Between 10%-29% of the boards required military spouses to complete a supplemental form that accompanies the application.

In addition to submitting substantiating documentation, multiple requirements or steps are often necessary before a military spouse can submit a license application. These may include applying for a background check, requesting license verification from a previous state, completing supporting forms, or having the application notarized.

**Figure 7**

*Number of Steps in the Application Process*



**Takeaways:**

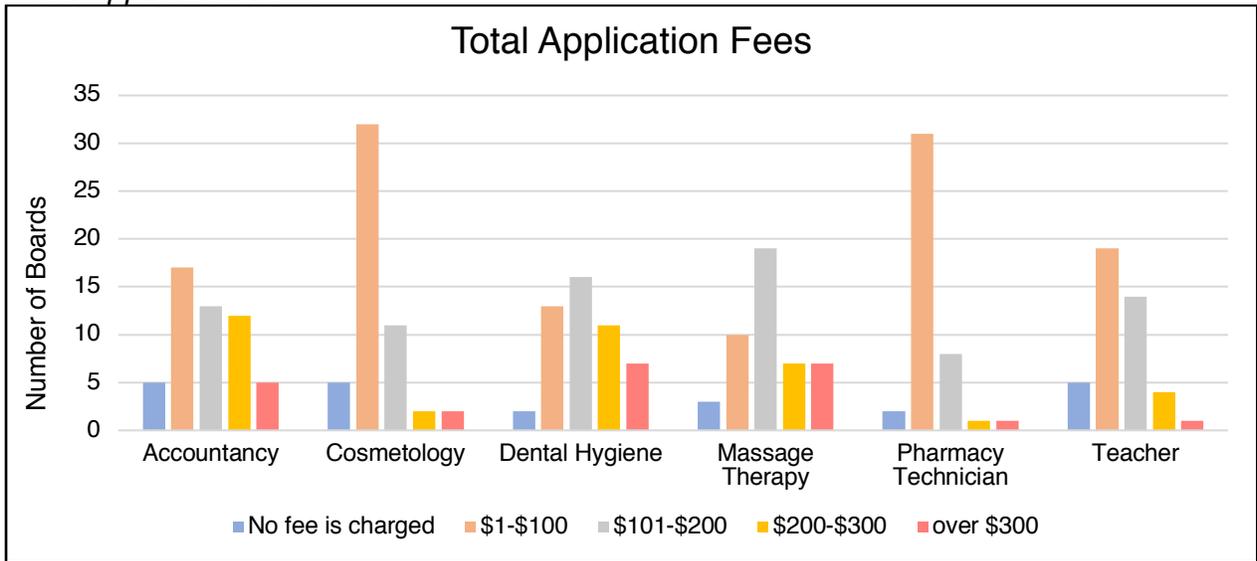
- Over 1/3 of the boards (38%) required applicants to complete 1-3 steps as part of the application process.
- Almost half of the examined boards (47%) required applicants to complete four or more steps before submitting an application.
- Sixteen percent of the boards (47) required more than seven steps, and Dentistry boards (15) were the most prevalent in this category.

**Cost**

A detailed examination of licensing costs was initially considered, but, due to the difficulty of obtaining complete, accurate information, only high-level data are included in this report.

The cost of applying for an occupational license is another taxing aspect of military spouse re-licensing. Boards directly charge a variety of fees including application fees, license reciprocity fees, and registration fees. Applicants may be obligated to pay other fees as required by the occupational boards, such as background check fees, fingerprinting fees, professional examination fees, and credential review fees. Some boards mitigate the re-licensing burden on military spouses by waiving costs associated with occupational licensing. Researchers found that 15% (46) of the boards waived licensing fees for military spouses. Of the boards that did charge fees, the total cost to acquire a license ranged from less than \$50 to over \$300. Figures 8 and 9 present the fees that applicants were charged.

**Figure 8**  
*Total Application Fees*

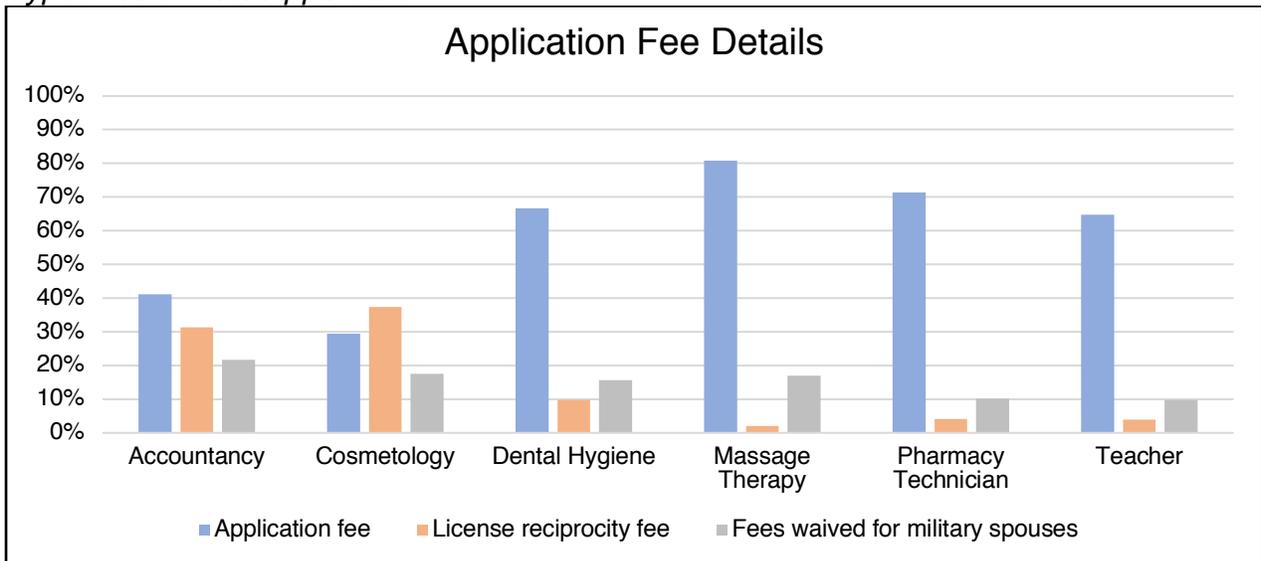


Note: Total application fees include application fees, license reciprocity or transfer fees, processing fees, background check fees, fingerprinting fees, professional examination fees, and credential review fees.

Takeaway:

- The majority of boards (67%; 203) charge fees between \$1-\$200.

**Figure 9**  
*Types of Fees for Applicants*



Takeaways:

- The most common fees were application fees - 29%-81% of the examined boards required application fees.

- Fifteen percent of the boards (46) waived fees for military spouses. Dentistry boards were more likely to waive fees for military spouses (22%).

## **Limitations**

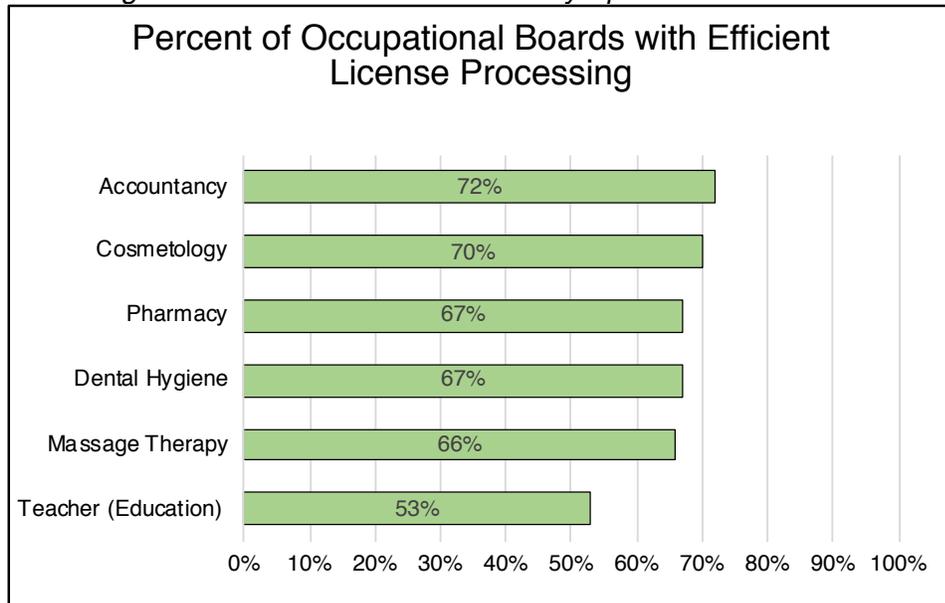
As dictated by Congress, the data collection and assessment of this effort occurred at an extremely rapid pace. Nevertheless, sound research methods were implemented. These research methods were practical and of the highest quality possible given the amount of time available. However, as with all applied research, time constraints posed some limitations. First, researchers were allotted 30 minutes per licensing board website to collect information and data. Each board was contacted twice to collect detailed processing information. After two attempts, only data from the website, if available, were employed. Second, the data in this report were collected by hand, and, therefore, human error in data entry was possible (Barchard & Pace, 2011). However, researchers did randomly check 35% of the data collected to ensure accuracy. Third, some board websites were particularly difficult to navigate, which may have resulted in a lack of or incorrect website data. To address concerns regarding potential error and difficulty obtaining data, several key quality-control efforts were implemented. Reliability checks were completed on 35% of website entries, which is a considerably higher percentage than typical research standards (Eagan et al., 2020). In addition, ongoing discussions with data collectors regarding how data should be coded and entered ensured data were entered consistently. Data collectors could also provide explanatory notes within the survey tool and could indicate whether the project leader should double check specific entries. The notes were investigated by the project leader to make final data-entry decisions. Fourth, many license applications could not be accessed without a social security number. Some data could have been missing due to a lack of access to key application details. Fifth, outreach data were self-reported, which may have led boards to respond in ways that intentionally bolstered or protected their reputation. However, there was no indication of this bias. Finally, many websites attributed changes in licensing processes to the onset and consequences of the COVID 19 pandemic. Whether these changes are permanent or temporary is unclear.

## **Conclusions**

This assessment used a comprehensive systematic method to collect and analyze processes of handling military spouse applicants across six types of states' occupational licensing boards (N=306). Results of this assessment indicate that 66% of the examined boards granted a license or allowed a military spouse a means to begin working within 30 days of receiving an application and supporting documentation. All six types of boards in Hawaii, Nebraska, Nevada, Ohio, South Dakota, Utah, Vermont, West Virginia granted licenses within 30 days of application submission or allowed a spouse to begin work within

30 days. Figure 10 shows the percentage of boards that allowed a military spouse to begin working within 30 days.

**Figure 10**  
*Percentage of Boards that Allowed a Military Spouse to Work within 30 days*



Although the majority of military spouse applicants were able to begin working within 30 days, assessment results indicated that they faced a substantial administrative burden to obtain a new occupational license. Over one-third of the boards required applicants to submit four or more documents with their applications. As most of the boards will not process an application until all required materials have been received, delays in collecting these documents can lead to extended processing times and postponements in spouses being able to begin work. While 35% (104) of the boards followed separate procedures for military spouses, these measures, generally, did not reduce the documentation requirements. However, most boards do afford military spouses the preference of their applications being processed before other applicants (e.g., expedited).

Many states have passed legislation that supports military spouse license portability, but Clearinghouse researchers found that these laws have not been consistently communicated. Thus, these laws have not been implemented well and are not reliably available to military spouse applicants. Locating the laws and policies that facilitate military spouse-license transfers was fairly reasonable; however, finding specific guidance on occupational board websites that a military spouse should follow when applying for a new license was extremely difficult. The implication of this lack of straightforward information and guidance is that military spouses are not able to take advantage of benefits granted to them.

## Recommendations

Based on the results of the Military Spouse Licensure Portability Assessment, states and boards may want to enact several approaches to reduce the time it takes for military spouses to obtain a license while continuing to ensure safety and integrity within each profession.

Recommendation 1: The Defense State Liaison Office, with additional resources, could provide a standardized guide and technical assistance to states that would assist boards in publicizing the process a military spouse should follow when he or she is seeking a professional license. In addition, state-specific assistance information that military spouses could access should be explained and available.

- Options to address these recommendations could include placing links labeled “Military Spouse Information” on board webpages in consistent, easy-to-locate places. These links would then direct the user to actionable steps that a military spouse should complete when applying for a license.
- States could coordinate the support and assistance offered to military spouses among all of the professional boards in a given state. This would ensure that state laws are implemented uniformly, and all boards offer similar services to military spouses.

Recommendation 2: State-level boards could reduce the documentation requirements to a minimum level that would allow boards to meet their regulatory requirements and facilitate the military spouse’s application process.

- The required documents could include materials that the military spouse is able to collect without relying on outside agencies and institutions (e.g., military-related, previous license, personal copies of transcripts or board exam scores).
- A two-phase process should be considered, if the number of supporting documents cannot be reduced. Phase one would require that the military spouse supply only documents that he or she could obtain rapidly to be awarded a temporary license for 6 months. Phase two would, then, involve the state board receiving all additional material requirements within 3 months of the temporary license being issued.

Recommendation 3: State-level boards could provide military spouses with a means to begin working while awaiting additional documentation or application processing.

- Boards could provide a provisional or temporary license once a military spouse submits proof of previous licensure.

## References

Barchard, K. A., & Pace, L. A. (2011). Preventing human error: The impact of data entry methods on data accuracy and statistical results. *Computers in Human Behavior*, 27(5), 1834-1839. <https://doi.org/10.1016/j.chb.2011.04.004>

[Department of Defense. \(2019\). \*Military spouse licensure: State best practices and strategies for achieving reciprocity\*.  
<https://download.militaryonesource.mil/12038/MOS/Reports/military-spouse-licensure-report-2019.pdf>](https://download.militaryonesource.mil/12038/MOS/Reports/military-spouse-licensure-report-2019.pdf)

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## Appendix A: State Findings

Results are presented by state in the following areas: application processing time, documentation requirements, the application process, and information accessibility. States are listed in alphabetical order and Washington D.C. is included in the list.

Processing-time information includes whether a military spouse is granted a license within 30 days of applying and whether temporary or provisional licenses were granted and lists if military spouse applications were expedited. Procedures or policies that were identified across all of the examined boards were also included in this section.

The documentation-requirements section includes the number and type of documents occupational boards require to accompany an application.

The license-application process is presented by showing if boards defined the application process and provided clear instructions to applicants. The number of steps that were required to be completed before submitting an application is also listed.

The information-accessibility section presents whether information pertaining to military spouse licensure was readily available on occupational board websites. Each board's website was evaluated using three questions, and the results reflect the answers to those questions. The questions were 1) Was the phrase "Military spouse" on the website? 2) Did the website provide information pertaining to military spouse applicants? This information could be listed under "Military spouse," "Veteran," or "Military" links, and 3) Were military spouses' license recognition, transfer, or reciprocity options displayed on the website? Each "yes" answer was given a numerical score of one. Thus, for states with six examined boards, scores could range from 0-18. States were coded green if their score was between 12-18, yellow if their score was between 6-11, and red if their score was between 0-5.

## Alabama

### Processing time

Table AL1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for four of the boards examined in Alabama. Accounting and Cosmetology boards met the DoD’s goal of granting a license within 30 days. Teacher (Education) boards expedited military spouse applications.

**Table AL1**  
*Alabama Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	•		
Cosmetology	•		
Dental Hygiene		- ✓	
Massage Therapy			
Pharmacy Technician			
Teacher (Education)			▶

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▶	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables AL2 and AL3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. Of the Alabama boards that were examined, two required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit eight documents, and Accountants are only required to submit three.

**Table AL2**  
*Alabama Documentation Requirements*

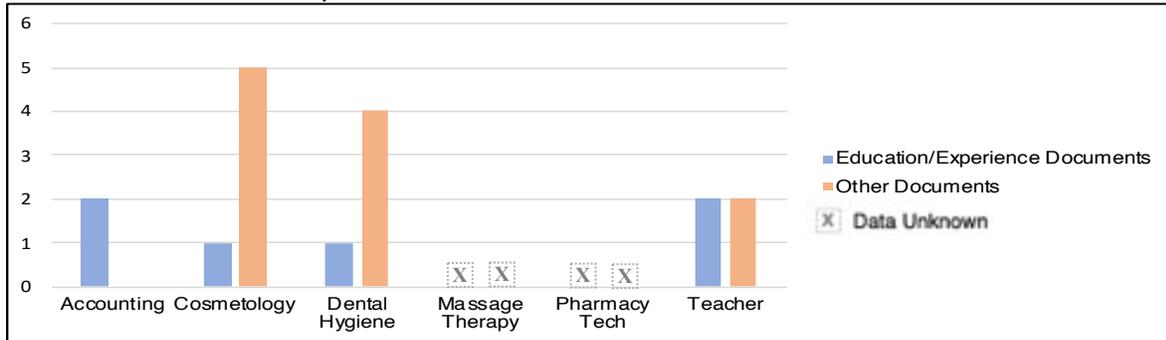
	Previous license	Background check	National exam results	State/Regional exam results
Accounting			•	
Cosmetology	•	N/A		
Dental Hygiene		•	•	•
Massage Therapy				
Pharmacy Technician		•		
Teacher (Education)	•	•	•	

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table AL3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table AL4 presents key elements of the application process. All of the examined boards in Alabama defined the application process and most of the boards provided clear instructions.

**Table AL4**

*Alabama Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	4-6
Dental Hygiene	•	•	4-6
Massage Therapy	•		
Pharmacy Technician	•		
Teacher (Education)	•	•	4-6

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure AL1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure AL1**

*State-Wide Website Information Accessibility*



## Alaska

### Processing time

Table AK1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for five of the boards examined in Alaska. Accounting and Cosmetology boards met the DoD’s goal of a spouse being able to work within 30 days. Accounting, Cosmetology, Dental Hygiene, Massage Therapy, and Pharmacy Technician boards expedited military spouse applications.

**Table AK1**  
*Alaska Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting		- ✓	•	▷
Cosmetology			•	▷
Dental Hygiene		- ✓		▷
Massage Therapy				▷
Pharmacy Technician				▷
Teacher (Education)				

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables AK2 and AK3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. Of the Alaska boards that were examined, five required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Accounting applicants must submit eight documents, and Pharmacy Technicians are only required to submit two.

**Table AK2**  
*Alaska Documentation Requirements*

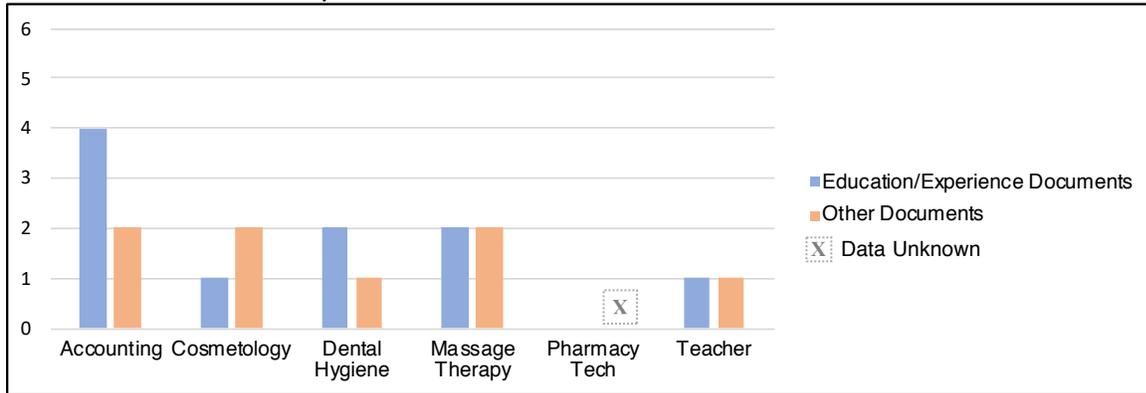
	Previous license	Background check	National exam results	State/Regio nal exam results
Accounting	•			•
Cosmetology	•	N/A		•
Dental Hygiene	•	•	•	
Massage Therapy	•	•		
Pharmacy Technician			•	•
Teacher (Education)	•	•		

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table AK3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table AK4 presents key elements of the application process. The majority of the examined boards in Alaska defined the application process and provided clear instructions.

**Table AK4**

*Alaska Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting		•	1-3
Cosmetology	•		4-6
Dental Hygiene	•	•	1-3
Massage Therapy	•	•	1-3
Pharmacy Technician	•	•	1-3
Teacher (Education)	•	•	1-3

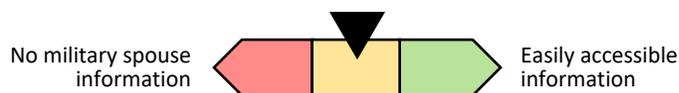
Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure AK1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure AK1**

*State-Wide Website Information Accessibility*



## Arizona

### Processing time

Table AZ1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for five of the boards examined in Arizona. Cosmetology, Dental Hygiene, Massage Therapy, and Teacher (Education) boards met the DoD's goal of granting a license within 30 days. Teacher (Education) boards expedited military spouse applications.

**Table AZ1**  
*Arizona Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting		-		
Cosmetology	•			
Dental Hygiene	•			
Massage Therapy	•			
Pharmacy Technician				
Teacher (Education)	•			▷

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables AZ2 and AZ3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. Of the Arizona boards that were examined, four required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit eight documents, and Accountants are only required to submit two.

**Table AZ2**  
*Arizona Documentation Requirements*

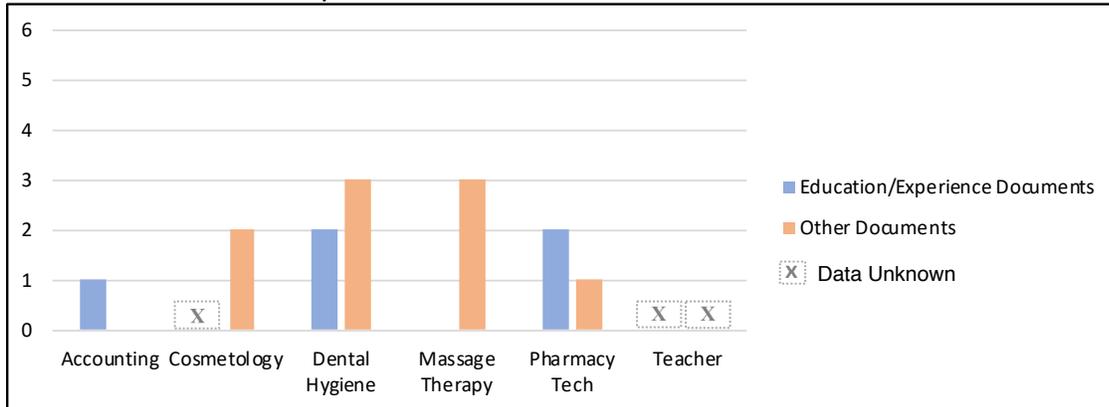
	Previous license	Background check	National exam results	State/Regional exam results
Accounting			•	
Cosmetology	•	N/A		•
Dental Hygiene		•	•	•
Massage Therapy	•	•		
Pharmacy Technician	•	•	•	•
Teacher (Education)	•	•	•	

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table AZ3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table AZ4 presents key elements of the application process. The majority of the examined boards in Arizona defined the application process, and half of the boards provided clear instructions.

**Table AZ4**

*Arizona Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	1-3
Dental Hygiene	•	•	1-3
Massage Therapy			4-6
Pharmacy Technician	•		1-3
Teacher (Education)	•		

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure AZ1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure AZ1**

*State-Wide Website Information Accessibility*



## Arkansas

### Processing time

Table AR1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for four of the boards examined in Arkansas. Accounting, Cosmetology, Pharmacy Technician, and Teacher (Education) boards met the DoD's goal of granting a license within 30 days. Accounting, Pharmacy Technician, and Teacher (Education) boards expedited military spouse applications.

**Table AR1**  
*Arkansas Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting			•	▷
Cosmetology	•		•	
Dental Hygiene				
Massage Therapy				
Pharmacy Technician	•			▷
Teacher (Education)			•	▷

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
■	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables AR2 and AR3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. Of the Arkansas boards that were examined, four required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Accounting applicants must submit six documents, and Dental Hygienists are only required to submit two.

**Table AR2**  
*Arkansas Documentation Requirements*

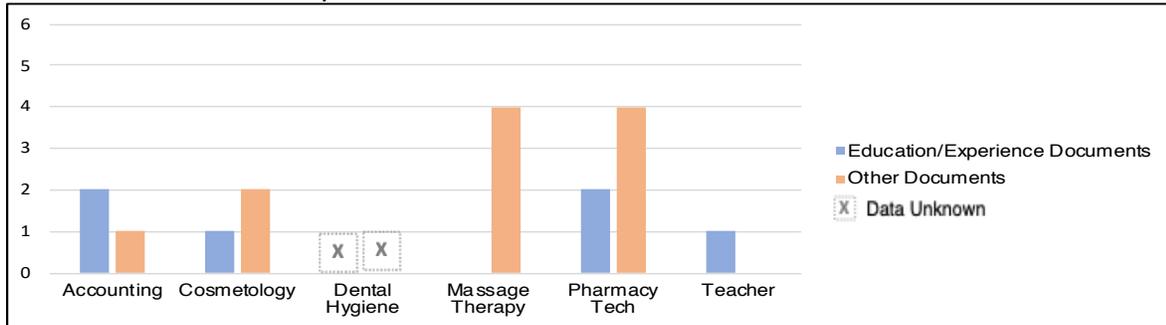
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•	•		•
Cosmetology	•	N/A	•	
Dental Hygiene			•	•
Massage Therapy	•			
Pharmacy Technician		•		
Teacher (Education)	•			

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
■	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table AR3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table AR4 presents key elements of the application process. All of the examined boards in Arkansas defined the application process, and the majority of the boards provided clear instructions.

**Table AR4**

*Arkansas Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	●	●	4-6
Cosmetology	●	●	1-3
Dental Hygiene	●	●	1-3
Massage Therapy	●	●	4-6
Pharmacy Technician	●	●	1-3
Teacher (Education)	●		

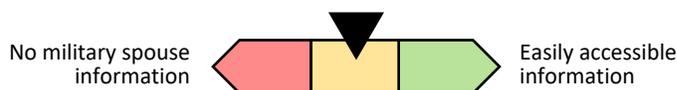
Legend	
●	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure AR1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure AR1**

*State-Wide Website Information Accessibility*



## California

### Processing time

Table CA1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. The Accounting, Cosmetology, Dental Hygiene, and Pharmacy boards expedited military spouse applications, but only the Accounting Board met the DoD's goal of granting a license within 30 days. Massage Therapists are not required to be licensed in California.

**Table CA1**  
*California Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	•		▷
Cosmetology	-		▷
Dental Hygiene			▷
Massage Therapy	License not required		
Pharmacy Technician	▲		▷
Teacher (Education)	▲		

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables CA2 and CA3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. All of the California boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit nine documents, and Cosmetologists are required to submit five.

**Table CA2**  
*California Documentation Requirements*

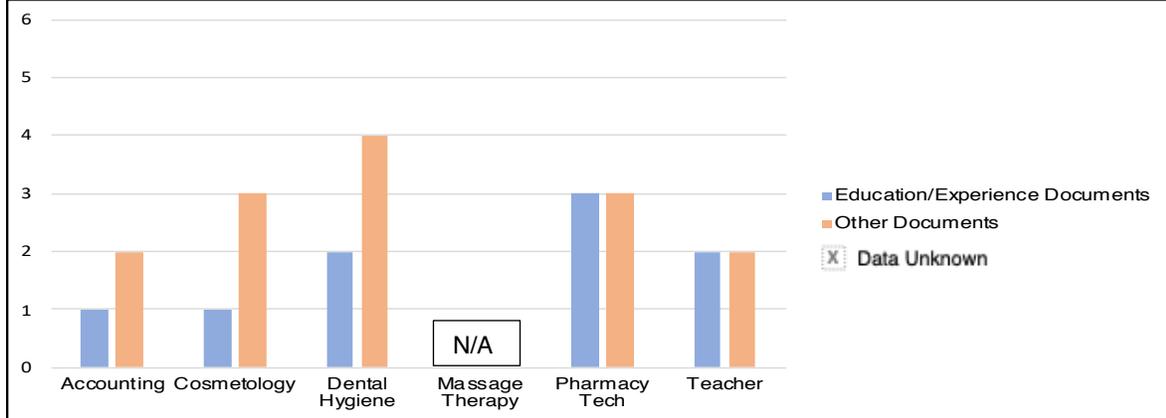
	Previous license	Background check	National exam results	State/Regio nal exam results
Accounting	•	•	•	•
Cosmetology	•	N/A		•
Dental Hygiene	•	•	•	•
Massage Therapy	License not required			
Pharmacy Technician	•	•		
Teacher (Education)	•	•		

Legend	
•	Documentation must be submitted with application
◻	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table CA3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table CA4 presents key elements of the application process. The five boards that require licensing in California defined the application process and provided clear instructions.

**Table CA4**

*California Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	4-6
Cosmetology	•	•	1-3
Dental Hygiene	•	•	1-3
Massage Therapy	License not required		
Pharmacy Technician	•	•	1-3
Teacher (Education)	•	•	1-3

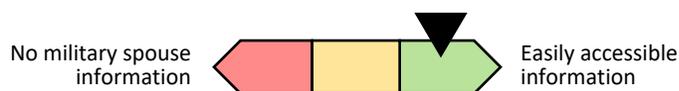
Legend	
•	The board meets the listed criteria
■	Data unknown or cannot access the information

**Information Accessibility**

Figure CA1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure CA1**

*State-Wide Website Information Accessibility*



## Colorado

### Processing time

Table CO1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Accounting, Cosmetology, Dental Hygiene, Massage Therapy, and Pharmacy Technician boards met the DoD's goal of granting a license within 30 days. Teacher (Education) boards expedited military spouse applications.

Boards and Offices/Programs under the purview of the Colorado Division of Professions and Occupations offer temporary (3-year), non-renewable licenses to military spouses who hold a license in good standing from another U.S. jurisdiction, if these spouses meet certain other requirements.

**Table CO1**

*Colorado Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting	•		•	▷
Cosmetology	•		•	▷
Dental Hygiene	•		•	▷
Massage Therapy	•		•	▷
Pharmacy Technician	•		•	
Teacher (Education)	▲			▷

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables CO2 and CO3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. All of the Colorado boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit six documents, and Pharmacy Technicians are only required to submit three.

**Table CO2**

*Colorado Documentation Requirements*

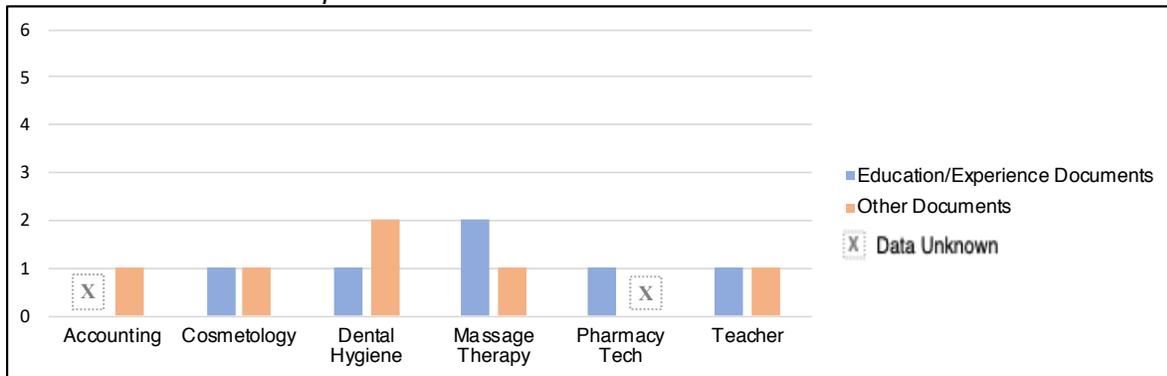
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•			•
Cosmetology	•	N/A		
Dental Hygiene	•		•	•
Massage Therapy	•	•		•
Pharmacy Technician	•	•		
Teacher (Education)	•	•	•	

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table CO3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

### Application Process

Table CO4 presents key elements of the application process. Most of the examined boards in Colorado defined the application process, and half of the boards provided clear instructions.

**Table CO4**

*Colorado Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting		•	1-3
Cosmetology	•	•	1-3
Dental Hygiene			
Massage Therapy	•	•	
Pharmacy Technician	•		
Teacher (Education)	•		

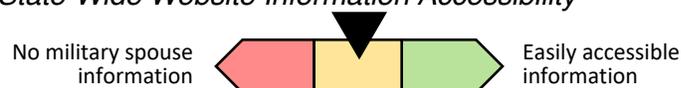
Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

### Information Accessibility

Figure CO1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure CO1**

*State-Wide Website Information Accessibility*



## Connecticut

### Processing time

Table CT1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for four of the boards examined in Connecticut. Accounting, Dental Hygiene, Massage Therapy, and Teacher (Education) boards met the DoD’s goal of granting a license 30 days. Accounting boards expedited military spouse applications.

**Table CT1**  
*Connecticut Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	●		▷
Cosmetology			
Dental Hygiene	●		
Massage Therapy	●		
Pharmacy Technician			
Teacher (Education)	▲	●	

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables CT2 and CT3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. Of the Connecticut boards that were examined, five required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Accountant applicants must submit five documents, and Pharmacy Technicians are not required to submit any.

**Table CT2**  
*Connecticut Documentation Requirements*

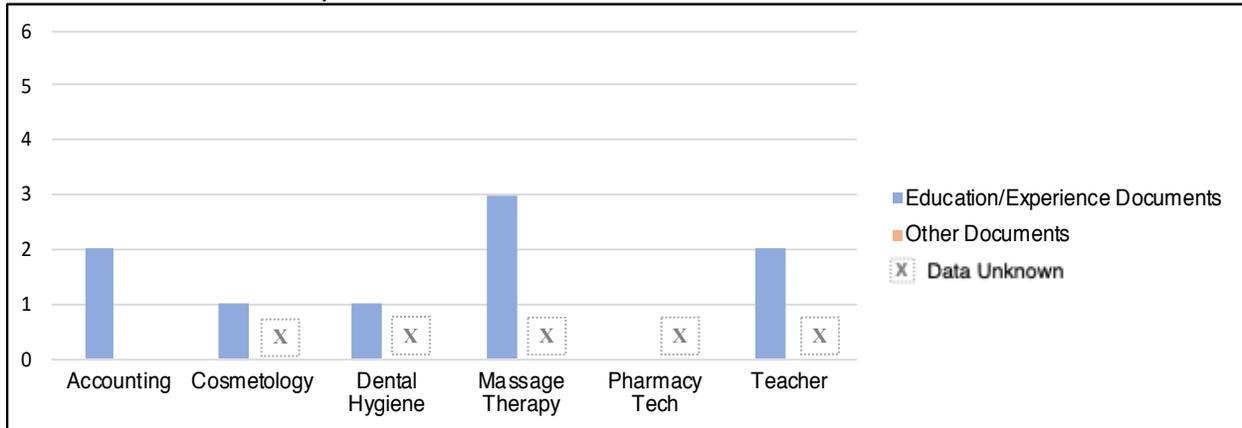
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	●		●	●
Cosmetology	●	N/A		●
Dental Hygiene	●		●	●
Massage Therapy	●		●	
Pharmacy Technician				
Teacher (Education)	●		●	

Legend	
●	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table CT3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card.

Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

### Application Process

Table CT4 presents key elements of the application process. Half of the examined boards in Connecticut defined the application process, and most of the boards provided clear instructions.

**Table CT4**

*Connecticut Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting		•	4-6
Cosmetology			
Dental Hygiene		•	4-6
Massage Therapy	•		1-3
Pharmacy Technician	•	•	1-3
Teacher (Education)	•	•	4-6

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

### Information Accessibility

Figure CT1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure CT1**

*State-Wide Website Information Accessibility*



## Delaware

### Processing time

Table DE1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for five of the boards examined in Delaware. Accounting, Cosmetology, Dental Hygiene, Massage Therapy, and Pharmacy Technician boards met the DoD’s goal of granting a license within 30 days. Dental Hygiene boards expedited military spouse applications.

Boards under the purview of the Delaware Division of Professional Regulation grant military spouses a provisional professional license to practice in Delaware for up to six months while their application for a Delaware professional license is pending.

**Table DE1**  
*Delaware Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting			•	
Cosmetology			•	
Dental Hygiene			•	▶
Massage Therapy			•	
Pharmacy Technician			•	
Teacher (Education)				

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▶	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables DE2 and DE3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. Of the Delaware boards that were examined, five required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Massage Therapy applicants must submit eight documents, and Cosmetology applicants are required to submit three.

**Table DE2**

*Delaware Documentation Requirements*

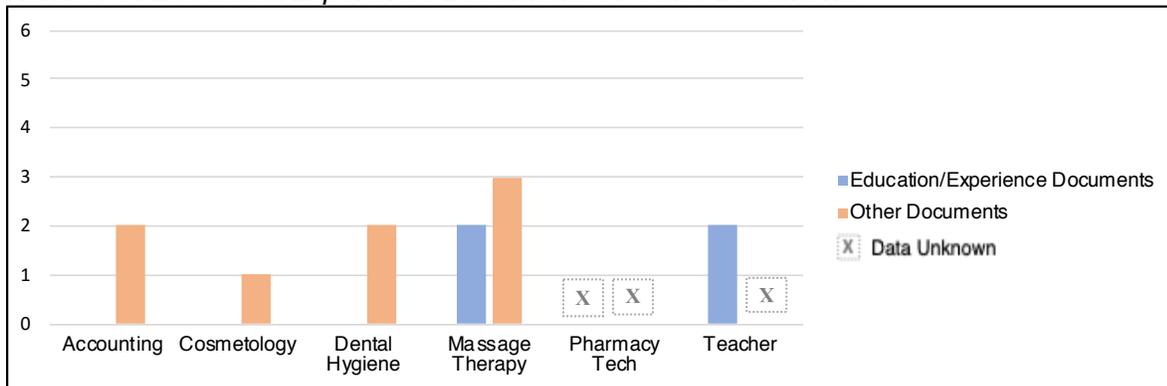
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•		•	
Cosmetology	•	N/A	•	
Dental Hygiene	•			
Massage Therapy	•	•	•	
Pharmacy Technician				
Teacher (Education)	•		•	

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table DE3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card.

Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table DE4 presents key elements of the application process. All of the examined boards in Delaware defined the application process, and the majority of the boards provided clear instructions.

**Table DE4**

*Delaware Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	1-3
Dental Hygiene	•	•	4-6
Massage Therapy	•	•	1-3
Pharmacy Technician	•		
Teacher (Education)	•	•	1-3

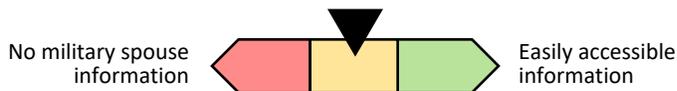
Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure DE1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure DE1**

*State-Wide Website Information Accessibility*



## Florida

### Processing time

Table FL1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for four of the boards examined in Florida. Accounting, Dental Hygiene, Massage Therapy, and Pharmacy Technician boards met the DoD’s goal of granting a license within 30 days.

**Table FL1**  
*Florida Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting	•			
Cosmetology				
Dental Hygiene	•		•	
Massage Therapy	•		•	
Pharmacy Technician	•		•	
Teacher (Education)				

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▶	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables FL2 and FL3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. Of the Florida boards that were examined, five required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Accountants must submit eight documents, and Pharmacy Technicians are only required to submit two.

**Table FL2**  
*Florida Documentation Requirements*

	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•	•	•	
Cosmetology	•	N/A		
Dental Hygiene	•	•		
Massage Therapy	•	•	•	
Pharmacy Technician				
Teacher (Education)	•	•		

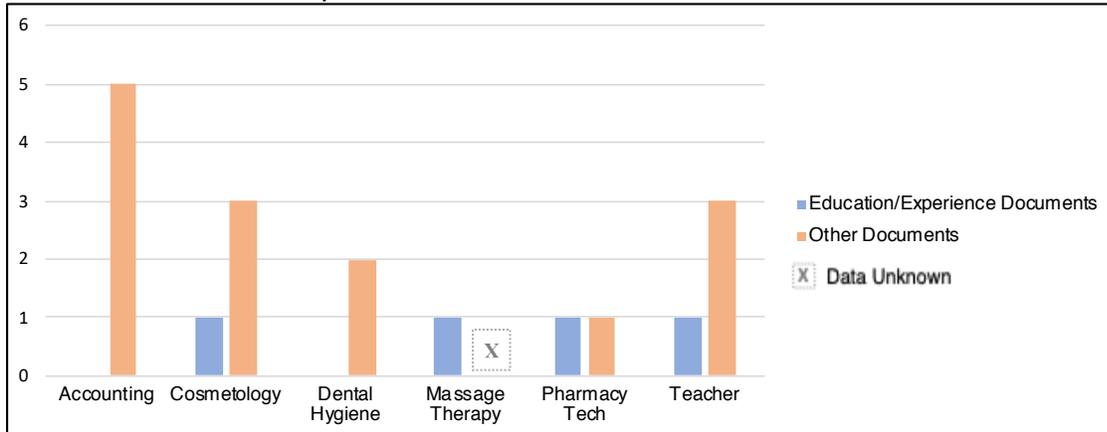
  

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table FL3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

### Application Process

Table FL4 presents key elements of the application process. The majority of the examined boards in Florida defined the application process, and all boards provided clear instructions.

**Table FL4**

*Florida Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting		•	4-6
Cosmetology	•	•	1-3
Dental Hygiene	•	•	1-3
Massage Therapy	•	•	1-3
Pharmacy Technician	•	•	4-6
Teacher (Education)	•	•	1-3

Legend	
•	The board meets the listed criteria
■	Data unknown or cannot access the information

### Information Accessibility

Figure FL1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure FL1**

*State-Wide Website Information Accessibility*



## Georgia

### Processing time

Table GA1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for five of the boards examined in Georgia. Cosmetology, Dental Hygiene, Massage Therapy, and Teacher (Education) boards met the DoD's goal of a spouse being able to work within 30 days. Massage Therapy and Teacher (Education) boards expedited military spouse applications.

**Table GA1**  
*Georgia Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting		-		
Cosmetology	•			
Dental Hygiene	•			
Massage Therapy	•			▷
Pharmacy Technician				
Teacher (Education)	•	-	•	▷

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables GA2 and GA3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. Of the Georgia boards that were examined, five required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Teachers must submit ten documents, and Pharmacy Technicians are only required to submit three.

**Table GA2**  
*Georgia Documentation Requirements*

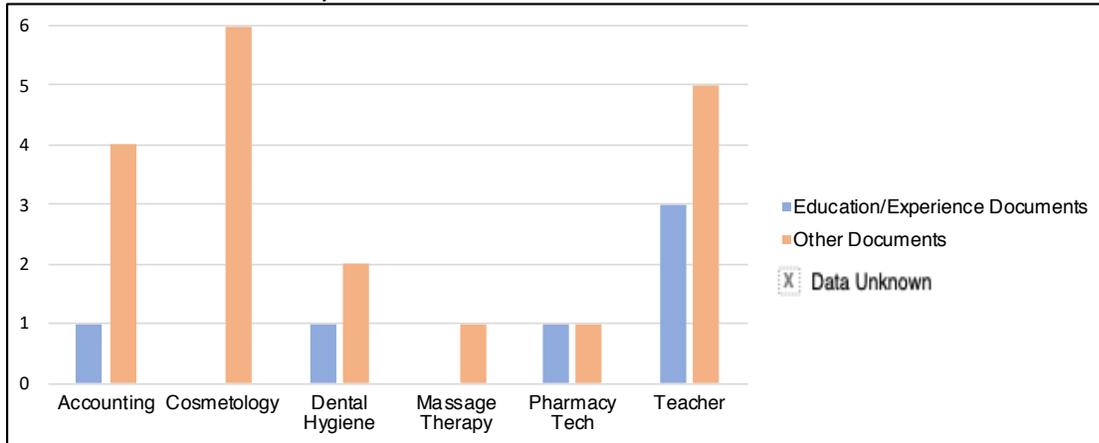
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•		•	
Cosmetology	•	N/A	•	
Dental Hygiene	•	•	•	•
Massage Therapy	•	•	•	
Pharmacy Technician		•		
Teacher (Education)	•		•	

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table GA3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table GA4 presents key elements of the application process. The majority of the examined boards in Georgia defined the application process and most of the boards provided clear instructions.

**Table GA4**

*Georgia Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting		•	
Cosmetology	•	•	1-3
Dental Hygiene	•		More than 7
Massage Therapy	•	•	1-3
Pharmacy Technician	•		4-6
Teacher (Education)	•	•	1-3

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure GA1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure GA1**

*State-Wide Website Information Accessibility*



## Hawaii

### Processing time

Table HI1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for five of the boards examined in Hawaii. All of the examined boards in Hawaii met the DoD’s goal of granting a license within 30 days. Accounting, Cosmetology, and Teacher (Education) boards expedited military spouse applications. Pharmacy Technicians are not required to be licensed in Hawaii.

**Table HI1**  
*Hawaii Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting	▲	- ✓	●	▷
Cosmetology	●			▷
Dental Hygiene	●			
Massage Therapy	●			
Pharmacy Technician	License not required			
Teacher (Education)	●			▷

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables HI2 and HI3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. Of the Hawaii boards that were examined, three required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit eight documents, and Cosmetology applicants are only required to submit two.

**Table HI2**  
*Hawaii Documentation Requirements*

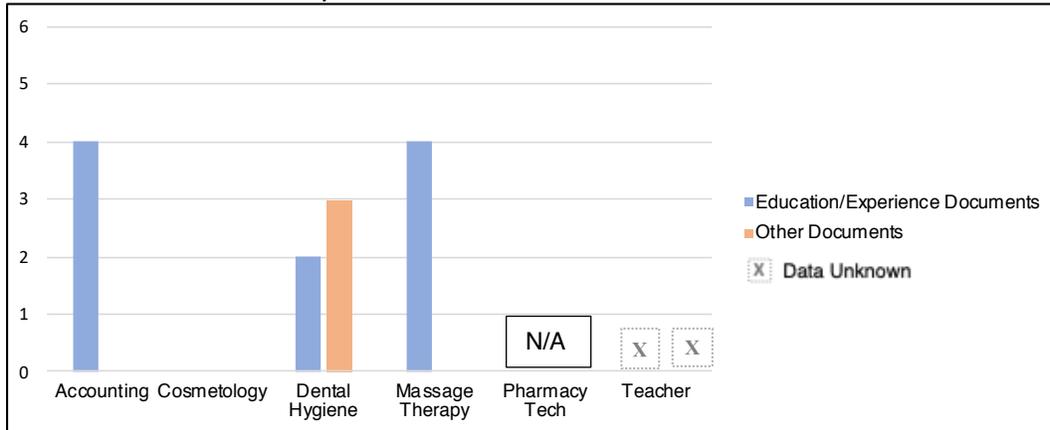
	Previous license	Background check	National exam results	State/Regional exam results
Accounting			●	
Cosmetology	●	N/A	●	
Dental Hygiene	●		●	●
Massage Therapy				●
Pharmacy Technician	License not required			
Teacher (Education)	●		●	

Legend	
●	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table HI3**  
*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table HI4 presents key elements of the application process. The five boards in Hawaii that require licensing provided clear instructions, and most of the boards defined the application process.

**Table HI4**  
*Hawaii Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	4-6
Cosmetology		•	1-3
Dental Hygiene	•	•	More than 7
Massage Therapy	•	•	More than 7
Pharmacy Technician	License not required		
Teacher (Education)	•	•	

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure HI1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure HI1**  
*State-Wide Website Information Accessibility*



## Idaho

### Processing time

Table ID1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Accounting, Cosmetology, Dental Hygiene, Massage Therapy, and Pharmacy Technician boards met the DoD's goal of granting a license within 30 days. Accounting, Cosmetology, Dental Hygiene, and Pharmacy Technician boards expedited military spouse applications.

**Table ID1**  
*Idaho Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting	•			▷
Cosmetology	•			▷
Dental Hygiene	•			▷
Massage Therapy			•	
Pharmacy Technician	•		•	▷
Teacher (Education)		-		

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables ID2 and ID3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. Of the Idaho boards that were examined, five required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit 11 documents, and Massage Therapists are only required to submit two.

**Table ID2**  
*Idaho Documentation Requirements*

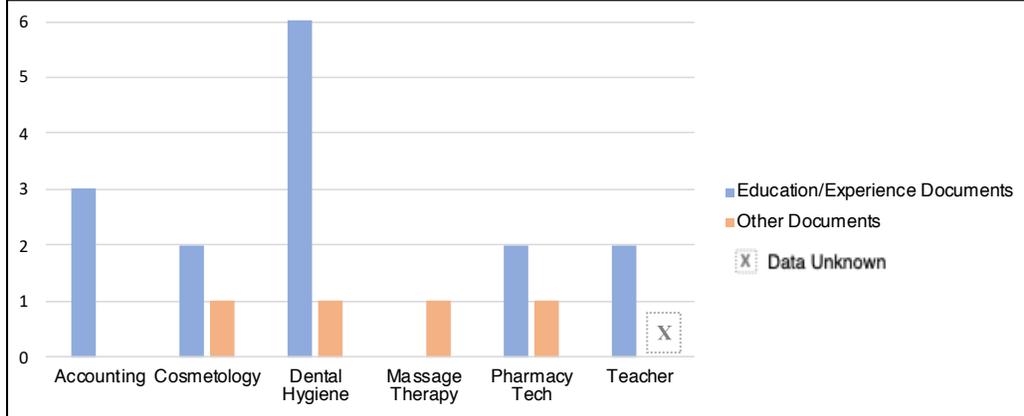
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•	•	•	
Cosmetology		N/A	•	
Dental Hygiene	•	•	•	•
Massage Therapy	•			
Pharmacy Technician	•	•	•	
Teacher (Education)	•	•	•	

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table ID3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table ID4 presents key elements of the application process. The majority of the examined boards in Idaho defined the application process and provided clear instructions.

**Table ID4**

*Idaho Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	4-6
Dental Hygiene	•	•	more than 7
Massage Therapy	•	•	4-6
Pharmacy Technician			
Teacher (Education)	•	•	1-3

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure ID1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure ID1**

*State-Wide Website Information Accessibility*



## Illinois

### Processing time

Table IL1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Accounting, Cosmetology, Dental Hygiene, Massage Therapy, and Pharmacy Technician boards expedited military spouse applications, but only the Teacher (Education) board grants a license within 30 days.

Illinois has a dedicated Military Liaison who works with military spouses to help them with the licensing process and ensure their applications are reviewed within 60 days of receiving all required documents.

**Table IL1**  
*Illinois Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	-		▷
Cosmetology	-		▷
Dental Hygiene	▲		▷
Massage Therapy	▲		▷
Pharmacy Technician			▷
Teacher (Education)	●	-	

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables IL2 and IL3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. Of the Illinois boards that were examined, five required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit 11 documents, and Pharmacy Technicians are only required to submit three.

**Table IL2**  
*Illinois Documentation Requirements*

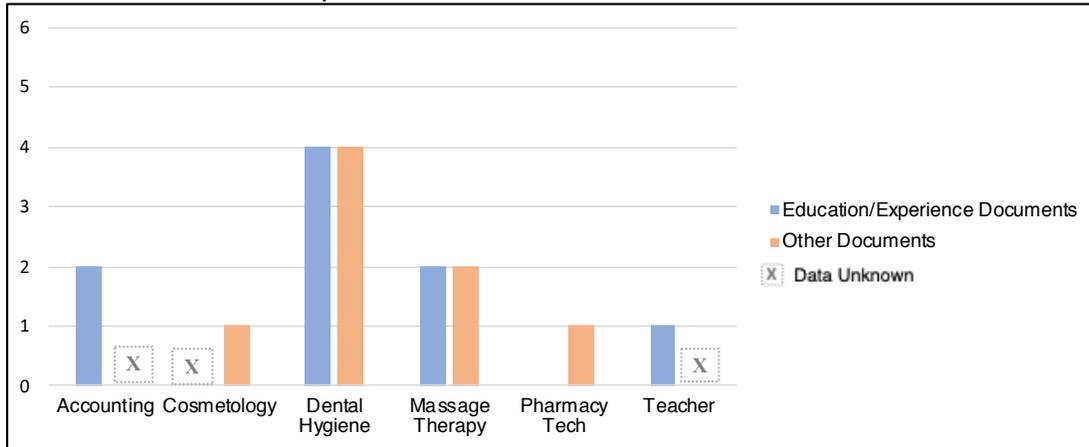
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	●			
Cosmetology	●	N/A		
Dental Hygiene	●		●	●
Massage Therapy	●	●	●	
Pharmacy Technician		●	●	
Teacher (Education)	●			

Legend	
●	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table IL3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table IL4 presents key elements of the application process. Cosmetology and Massage Therapy boards defined the application process, and half of the examined boards provided clear instructions.

**Table IL4**

*Illinois Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting			
Cosmetology	•	•	1-3
Dental Hygiene		•	more than 7
Massage Therapy	•	•	
Pharmacy Technician			
Teacher (Education)			1-3

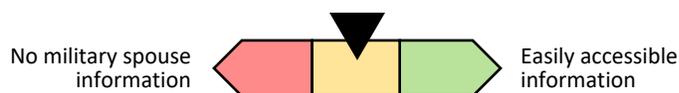
Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure IL1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure IL1**

*State-Wide Website Information Accessibility*



## Indiana

### Processing time

Table IN1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Accounting, Cosmetology, Massage Therapy, and Pharmacy Technician boards met the DoD's goal of granting a license within 30 days. Massage Therapy and Pharmacy Technician boards expedited military spouse applications.

**Table IN1**  
*Indiana Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	-		
Cosmetology	•		
Dental Hygiene	•		
Massage Therapy		•	▷
Pharmacy Technician		•	▷
Teacher (Education)	-		

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
■	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables IN2 and IN3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. All Indiana boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit 10 documents, and Cosmetology applicants are only required to submit two.

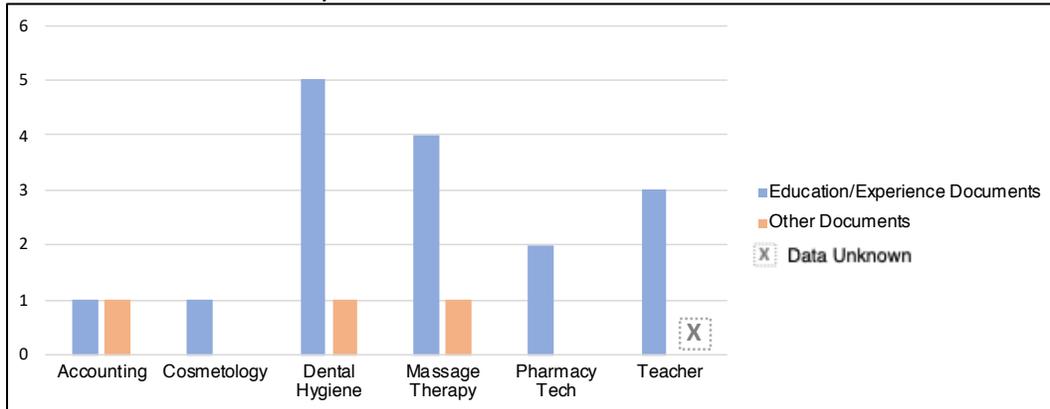
**Table IN2**  
*Indiana Documentation Requirements*

	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•		•	
Cosmetology	•	N/A		
Dental Hygiene	•	•	•	•
Massage Therapy	•	•	•	
Pharmacy Technician	•	•	•	
Teacher (Education)	•		•	

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
■	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table IN3**  
*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table IN4 presents key elements of the application process. All of the examined boards in Indiana defined the application process and provided clear instructions.

**Table IN4**  
*Indiana Application Process*

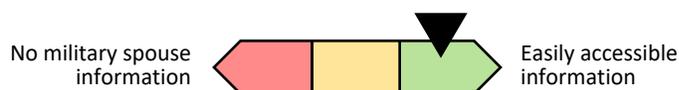
	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	4-6
Dental Hygiene	•	•	more than 7
Massage Therapy	•	•	more than 7
Pharmacy Technician	•	•	4-6
Teacher (Education)	•	•	

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure IN1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure IN1**  
*State-Wide Website Information Accessibility*



Iowa

**Processing time**

Table IA1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Accounting, Dental Hygiene, Massage Therapy, Pharmacy Technician, and Teacher (Education) boards met the DoD’s goal of granting a license within 30 days. Cosmetology, Dental Hygiene, Massage Therapy, and Pharmacy Technician, boards expedited military spouse applications.

**Table IA1**  
*Iowa Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting	•			
Cosmetology				▷
Dental Hygiene	•			▷
Massage Therapy			•	▷
Pharmacy Technician	•			▷
Teacher (Education)	•			

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

**Documentation requirements**

Tables IA2 and IA3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. Of the Iowa boards that were examined, five required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Teacher (Education) applicants must submit six documents, and Pharmacy Technicians are only required to submit three.

**Table IA2**  
*Iowa Documentation Requirements*

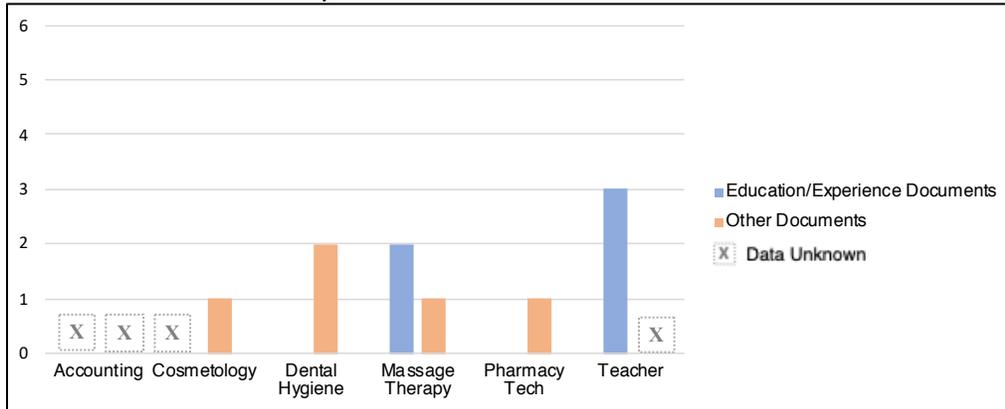
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•			
Cosmetology	•	N/A	•	
Dental Hygiene	•	•	•	
Massage Therapy	•		•	
Pharmacy Technician		•	•	
Teacher (Education)	•	•	•	

Legend	
•	Documentation must be submitted with application
-	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table IA3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table IA4 presents key elements of the application process. All of the examined boards in Iowa defined the application process, and half of the boards provided clear instructions.

**Table IA4**

*Iowa Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•		
Dental Hygiene	•		more than 7
Massage Therapy	•		4-6
Pharmacy Technician	•	•	4-6
Teacher (Education)	•	•	1-3

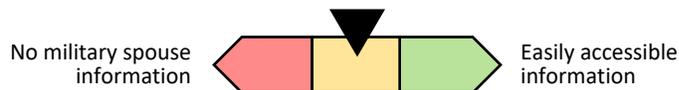
Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure IA1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure IA1**

*State-Wide Website Information Accessibility*



## Kansas

### Processing time

Table KS1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for three of the boards examined in Kansas. Cosmetology and Pharmacy Technician boards met the DoD's goal of granting a license within 30 days. Cosmetology boards expedited military spouse applications. Massage Therapists are not required to be licensed in Kansas.

**Table KS1**

*Kansas Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting			
Cosmetology	●		▷
Dental Hygiene			
Massage Therapy	License not required		
Pharmacy Technician	●		
Teacher (Education)	▲		

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
■	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables KS2 and KS3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. Of the Kansas boards that were examined, four required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit 11 documents, and Pharmacy Technicians are only required to submit two.

**Table KS2**

*Kansas Documentation Requirements*

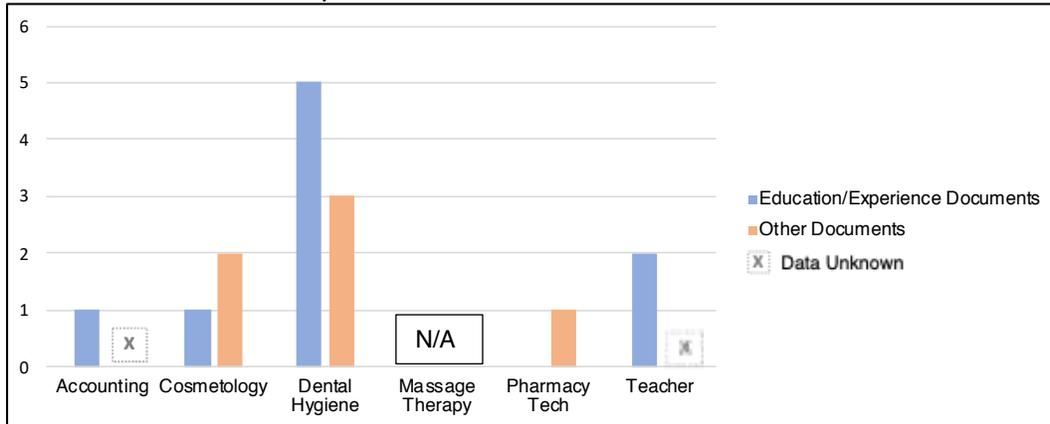
	Previous license	Background check	National exam results	State/Regio nal exam results
Accounting	●		●	
Cosmetology	●	N/A		
Dental Hygiene	●		●	●
Massage Therapy	License not required			
Pharmacy Technician		●		
Teacher (Education)	●	●	●	

Legend	
●	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
■	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table KS3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table KS4 presents key elements of the application process. Of the five occupations that require licensing in Kansas, all had a defined application process and provided clear instructions.

**Table KS4**

*Kansas Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	4-6
Dental Hygiene	•	•	more than 7
Massage Therapy	License not required		
Pharmacy Technician	•	•	more than 7
Teacher (Education)	•	•	1-3

Legend	
•	The board meets the listed criteria
■	Data unknown or cannot access the information

**Information Accessibility**

Figure KS1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure KS1**

*State-Wide Website Information Accessibility*



## Kentucky

### Processing time

Table KY1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Cosmetology, Dental Hygiene, Massage Therapy, Pharmacy Technician, and Teacher (Education) boards met the DoD's goal of granting a license within 30 days. Massage Therapy boards expedited military spouse applications.

**Table KY1**  
*Kentucky Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting		- ✓		
Cosmetology	•			
Dental Hygiene	•			
Massage Therapy	•			▶
Pharmacy Technician	•			
Teacher (Education)	•			

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▶	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables KY2 and KY3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. Of the Kentucky boards that were examined, five required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit twelve documents, and Cosmetology applicants are only required to submit three.

**Table KY2**  
*Kentucky Documentation Requirements*

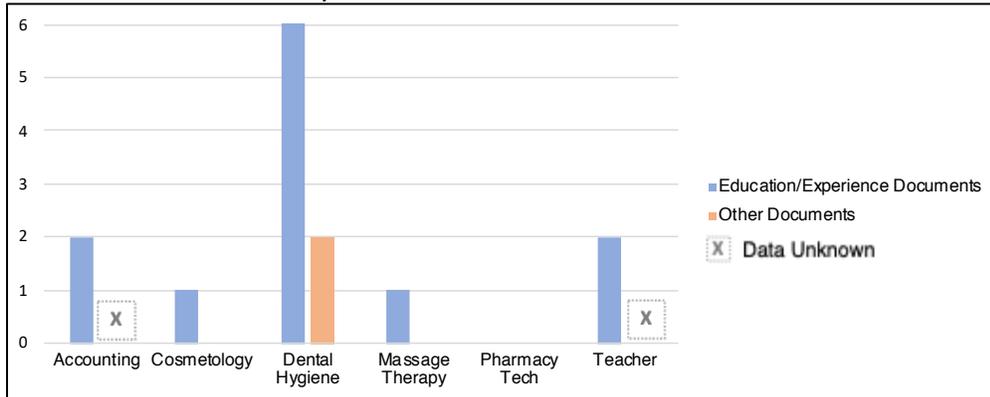
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•		•	
Cosmetology	•	N/A	•	
Dental Hygiene	•	•	•	•
Massage Therapy	•		•	
Pharmacy Technician				
Teacher (Education)	•	•	•	

Legend	
•	Documentation must be submitted with application
◻	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table KY3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

### Application Process

Table KY4 presents key elements of the application process. All of the examined boards in Kentucky provided clear instructions, and the majority of the boards defined the application process.

**Table KY4**

*Kentucky Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	4-6
Dental Hygiene	•	•	more than 7
Massage Therapy	•	•	4-6
Pharmacy Technician		•	1-3
Teacher (Education)	•	•	1-3

Legend	
•	The board meets the listed criteria
■	Data unknown or cannot access the information

### Information Accessibility

Figure KY1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure KY1**

*State-Wide Website Information Accessibility*



## Louisiana

### Processing time

Table LA1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Massage Therapy, Pharmacy Technician, and Teacher (Education) boards met the DoD's goal of granting a license within 30 days. Massage Therapy and Pharmacy Technician boards expedited military spouse applications.

**Table LA1**  
*Louisiana Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting	▲			
Cosmetology	▲			
Dental Hygiene	▲			
Massage Therapy	●			▶
Pharmacy Technician	●		●	▶
Teacher (Education)	●			

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▶	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables LA2 and LA3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. All of the Louisiana boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Pharmacy Technicians applicants must submit ten documents, and Accountants are only required to submit three.

**Table LA2**  
*Louisiana Documentation Requirements*

	Previous license	Background check	National exam results	State/Regional exam results
Accounting	●		●	
Cosmetology	●	N/A	●	
Dental Hygiene	●	●	●	
Massage Therapy	●	●	●	
Pharmacy Technician	●	●	●	
Teacher (Education)	●	●	●	

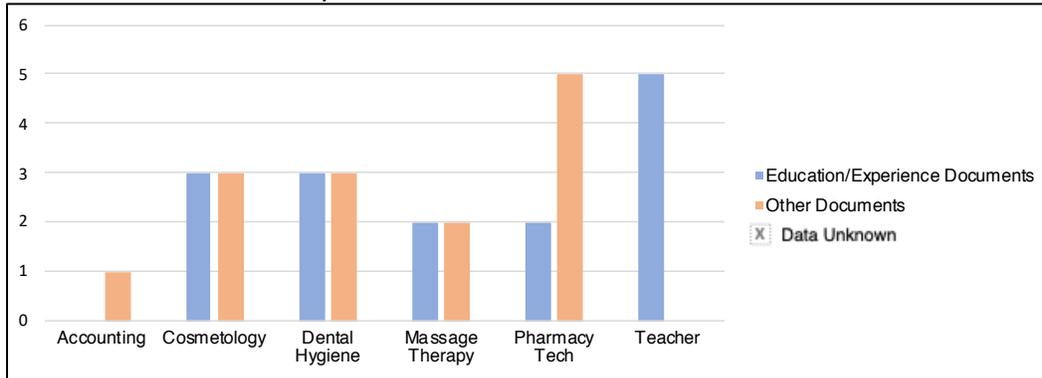
  

Legend	
●	Documentation must be submitted with application
N/A	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table LA3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table LA4 presents key elements of the application process. All of the examined boards in Louisiana defined the application process and provided clear instructions.

**Table LA4**

*Louisiana Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	1-3
Dental Hygiene	•	•	1-3
Massage Therapy	•	•	more than 7
Pharmacy Technician	•	•	more than 7
Teacher (Education)	•	•	more than 7

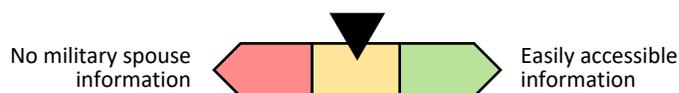
Legend	
•	The board meets the listed criteria
■	Data unknown or cannot access the information

**Information Accessibility**

Figure LA1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure LA1**

*State-Wide Website Information Accessibility*



## Maine

### Processing time

Table ME1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for four of the boards examined in Maine. Cosmetology, Dental Hygiene, and Pharmacy Technician boards met the DoD’s goal of granting a license within 30 days. Pharmacy Technician boards expedited military spouse applications.

**Table ME1**  
*Maine Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting				
Cosmetology	•			
Dental Hygiene	•			
Massage Therapy				
Pharmacy Technician	•			▶
Teacher (Education)		-		

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▶	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables ME2 and ME3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. All of the Maine boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit seven documents, and Pharmacy Technicians are only required to submit three.

**Table ME2**  
*Maine Documentation Requirements*

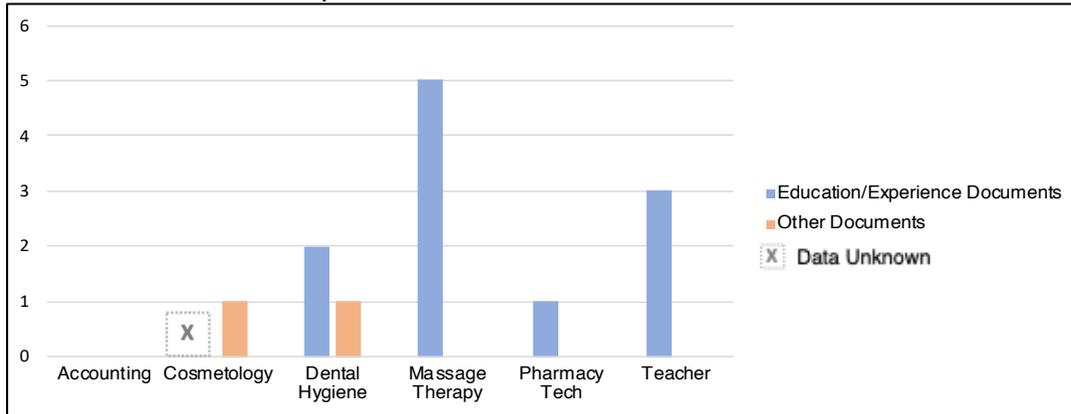
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•			
Cosmetology	•	N/A		
Dental Hygiene	•	•	•	•
Massage Therapy	•			
Pharmacy Technician	•	•		
Teacher (Education)	•		•	

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table ME3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

### Application Process

Table ME4 presents key elements of the application process. All of the examined boards in Maine provided clear instructions, and the majority of the boards defined the application process.

**Table ME4**

*Maine Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	1-3
Dental Hygiene	•	•	4-6
Massage Therapy	•	•	more than 7
Pharmacy Technician	•	•	1-3
Teacher (Education)	•	•	more than 7

Legend	
•	The board meets the listed criteria
■	Data unknown or cannot access the information

### Information Accessibility

Figure ME1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure ME1**

*State-Wide Website Information Accessibility*



## Maryland

### Processing time

Table MD1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Cosmetology, Pharmacy Technician and Teacher (Education) boards met the DoD's goal of a spouse being able to work within 30 days of submitting an application. Dental Hygiene and Teacher (Education) boards expedited military spouse applications.

**Table MD1**  
*Maryland Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	▲		
Cosmetology	●	●	
Dental Hygiene			▷
Massage Therapy	▲		
Pharmacy Technician	●		
Teacher (Education)		● ★	▷

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
■	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables MD2 and MD3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. All of the Maryland boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Pharmacy Technicians applicants must submit thirteen documents, and Cosmetology applicants are only required to submit one.

**Table MD2**  
*Maryland Documentation Requirements*

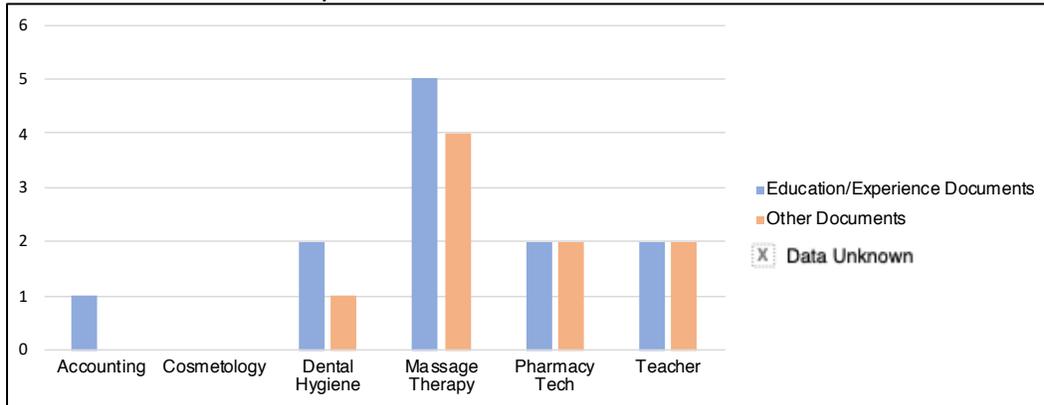
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	●		●	
Cosmetology	●	N/A		
Dental Hygiene	●		●	●
Massage Therapy	●	●	●	●
Pharmacy Technician	●	●		
Teacher (Education)	●		●	

Legend	
●	Documentation must be submitted with application
■	Not required to be submitted
N/A	Not applicable
■	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table MD3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table MD4 presents key elements of the application process. All of the examined boards in Maryland defined the application process and provided clear instructions.

**Table MD4**

*Maryland Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	4-6
Dental Hygiene	•	•	1-3
Massage Therapy	•	•	more than 7
Pharmacy Technician	•	•	more than 7
Teacher (Education)	•	•	more than 7

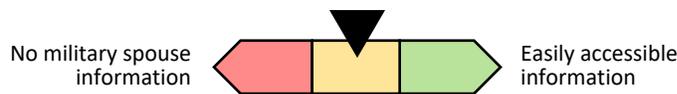
Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure MD1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure MD1**

*State-Wide Website Information Accessibility*



## Massachusetts

### Processing time

Table MA1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Pharmacy Technician and Teacher (Education) boards met the DoD’s goal of granting a license within 30 days. All of the examined boards expedited military spouse applications.

**Table MA1**  
*Massachusetts Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting				▷
Cosmetology				▷
Dental Hygiene				▷
Massage Therapy	▲			▷
Pharmacy Technician	●			▷
Teacher (Education)			●	▷

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables MA2 and MA3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. All Massachusetts boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit 11 documents, and Accountants are required to submit six.

**Table MA2**  
*Massachusetts Documentation Requirements*

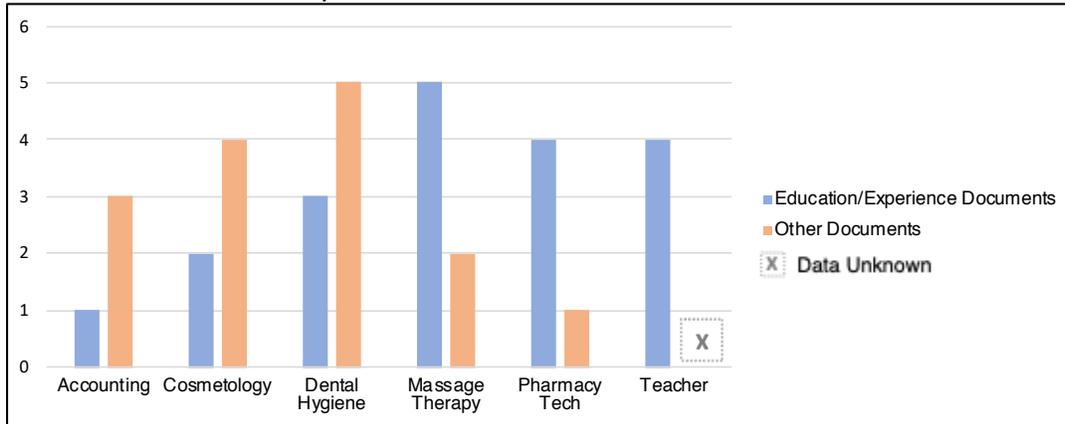
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	●	●		
Cosmetology	●	N/A	●	
Dental Hygiene	●		●	●
Massage Therapy	●	●	●	
Pharmacy Technician	●		●	
Teacher (Education)	●			●

Legend	
●	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table MA3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table MA4 presents key elements of the application process. The majority of the examined boards in Massachusetts defined the application process and provided clear instructions.

**Table MA4**

*Massachusetts Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•		4-6
Cosmetology	•	•	4-6
Dental Hygiene	•	•	more than 7
Massage Therapy		•	4-6
Pharmacy Technician	•	•	more than 7
Teacher (Education)	•	•	more than 7

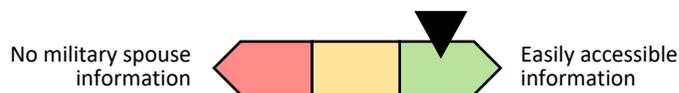
Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure MA1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure MA1**

*State-Wide Website Information Accessibility*



## Michigan

### Processing time

Table MI1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for five of the examined boards in Michigan. Accounting, Cosmetology, Dental Hygiene, Pharmacy Technician, and Teacher (Education) boards met the DoD’s goal of granting a license within 30 days. Cosmetology boards expedited military spouse applications.

Boards under the purview of the Michigan Department of Licensing and Regulatory Affairs (LARA) grant military spouses a temporary license that is valid for 6 months and may be renewed for one additional 6-month term if the department determines the temporary licensee continues to meet the requirements and needs additional time to fulfill the requirements for initial licensure in Michigan.

**Table MI1**  
*Michigan Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting			•	
Cosmetology			•	▶
Dental Hygiene	▲		•	
Massage Therapy				
Pharmacy Technician	•			
Teacher (Education)	•		•	

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▶	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables MI2 and MI3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. All Michigan boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit six documents, and Accountants are only required to submit three.

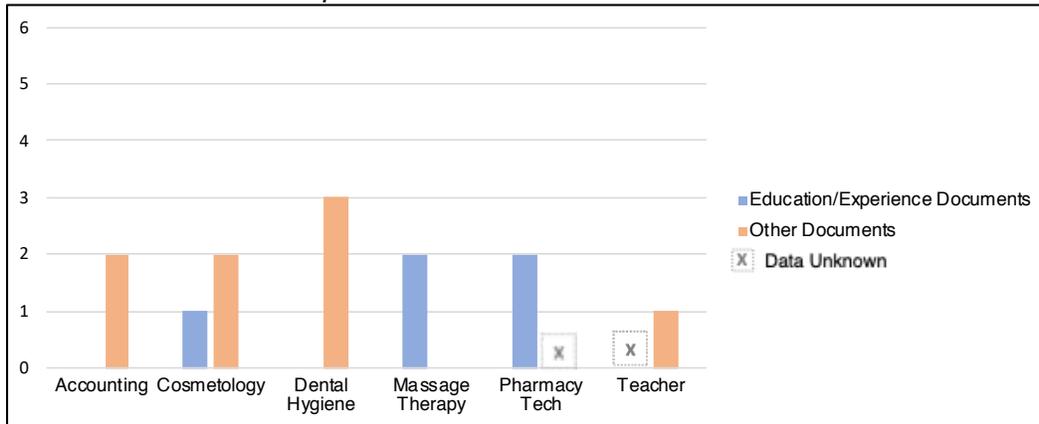
**Table MI2**  
Michigan Documentation Requirements

	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•			
Cosmetology	•	N/A		
Dental Hygiene	•	•		•
Massage Therapy	•	•	•	
Pharmacy Technician	•	•	•	
Teacher (Education)	•			

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table MI3**  
Number of Education/Experience Documents or Other Documents



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

### Application Process

Table MI4 presents key elements of the application process. Half of the examined boards in Michigan defined the application process, and two provided clear instructions.

**Table MI4**  
*Michigan Application Process*

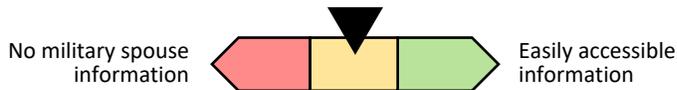
	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology			
Dental Hygiene	•	•	4-6
Massage Therapy	•		more than 7
Pharmacy Technician			
Teacher (Education)			

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure MI1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure MI1**  
*State-Wide Website Information Accessibility*



## Minnesota

### Processing time

Table MN1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Accounting, Cosmetology, Pharmacy Technician, and Teacher (Education) boards met the DoD's goal of granting a license within 30 days. Dental Hygiene boards expedited military spouse applications. Massage Therapists are not required to be licensed in Minnesota.

**Table MN1**  
*Minnesota Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting		•	
Cosmetology	•	•	
Dental Hygiene	▲		▷
Massage Therapy	License not required		
Pharmacy Technician	•		
Teacher (Education)	•		

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
■	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables MN2 and MN3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. The majority of the Minnesota boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit six documents, and Pharmacy Technicians are only required to submit two.

**Table MN2**  
*Minnesota Documentation Requirements*

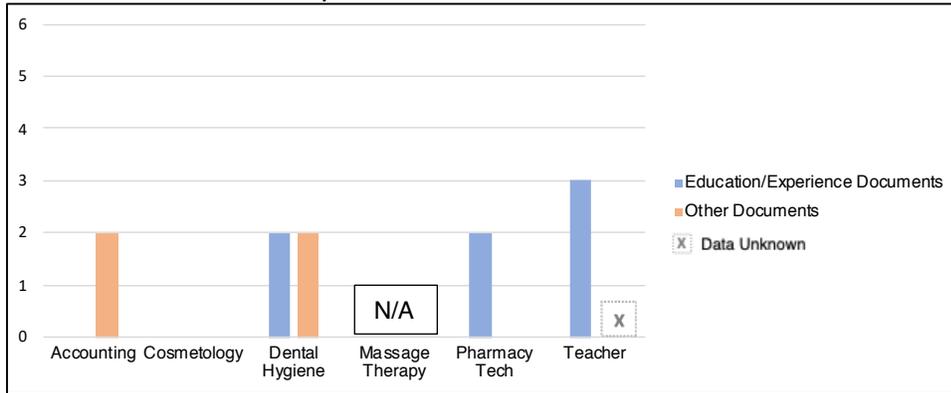
	Previous license	Background check	National exam results	State/Regio nal exam results
Accounting	•	•		
Cosmetology	•	N/A		
Dental Hygiene	•	•	•	•
Massage Therapy	License not required			
Pharmacy Technician				
Teacher (Education)	•	•		

Legend	
•	Documentation must be submitted with application
■	Not required to be submitted
N/A	Not applicable
■	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table MN3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table MN4 presents key elements of the application process. The majority of the examined boards in Minnesota defined the application process, and all of the boards provided clear instructions.

**Table MN4**

*Minnesota Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	4-6
Cosmetology		•	1-3
Dental Hygiene	•	•	1-3
Massage Therapy	License not required		
Pharmacy Technician	•	•	1-3
Teacher (Education)	•	•	1-3

Legend	
•	The board meets the listed criteria
■	Data unknown or cannot access the information

**Information Accessibility**

Figure MN1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure MN1**

*State-Wide Website Information Accessibility*



## Mississippi

### Processing time

Table MS1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for five of the examined boards in Mississippi. Cosmetology, Dental Hygiene, Massage Therapy, and Teacher (Education) boards met the DoD's goal of granting a license within 30 days.

**Table MS1**  
*Mississippi Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	-		
Cosmetology	•		
Dental Hygiene	•		
Massage Therapy	•	•	
Pharmacy Technician			
Teacher	•		

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables MS2 and MS3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. The majority of Mississippi boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit 14 documents, and Accountants are only required to submit five.

**Table MS2**  
*Mississippi Documentation Requirements*

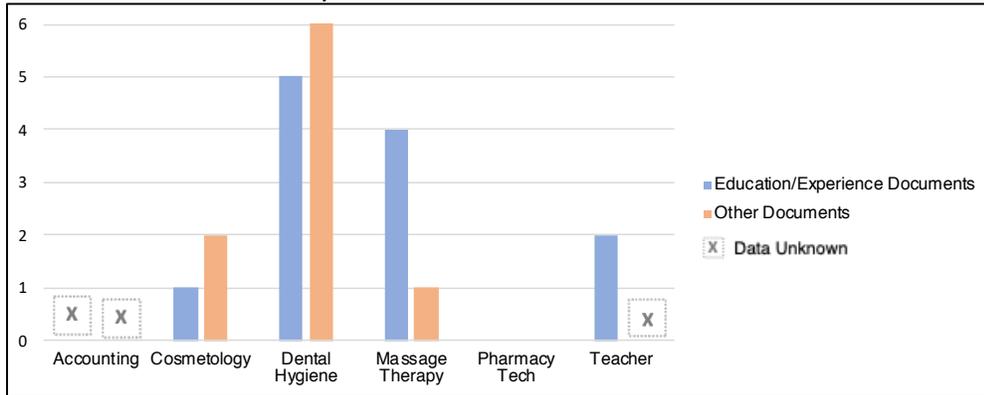
	Previous license	Background check	National exam results	State/Regional exam results
Accounting			•	
Cosmetology	•	N/A	•	
Dental Hygiene	•		•	•
Massage Therapy	•	•	•	
Pharmacy Technician		•	•	
Teacher (Education)	•			

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table MS3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table MS4 presents key elements of the application process. The majority of the examined boards in Mississippi defined the application process, and half of the boards provided clear instructions.

**Table MS4**

*Mississippi Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting			1-3
Cosmetology	•		4-6
Dental Hygiene	•	•	more than 7
Massage Therapy	•		more than 7
Pharmacy Technician	•	•	1-3
Teacher (Education)	•	•	1-3

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure MS1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure MS1**

*State-Wide Website Information Accessibility*



## Missouri

### Processing time

Table MO1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Accounting, Cosmetology, Dental Hygiene, Massage Therapy, and Pharmacy Technician boards met the DoD's goal of granting a license within 30 days.

**Table MO1**

*Missouri Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting	•			
Cosmetology	•			
Dental Hygiene	•			
Massage Therapy			•	
Pharmacy Technician	▲		•	
Teacher (Education)		-		

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables MO2 and MO3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. All Missouri boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Massage Therapy applicants must submit eight documents, and Accountants are only required to submit two.

**Table MO2**

*Missouri Documentation Requirements*

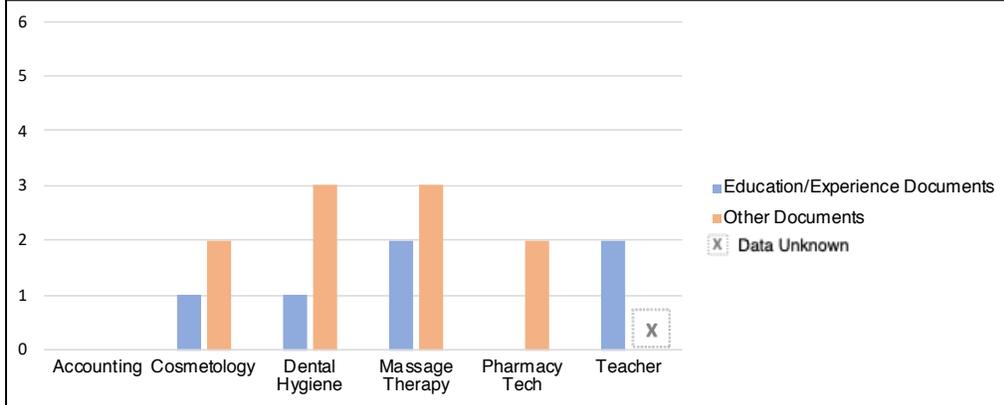
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•		•	
Cosmetology	•	N/A		•
Dental Hygiene	•		•	•
Massage Therapy	•	•	•	
Pharmacy Technician		•		
Teacher (Education)	•	•		

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table MO3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table MO4 presents key elements of the application process. All of the examined boards in Missouri defined the application process and provided clear instructions.

**Table MO4**

*Missouri Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	4-6
Dental Hygiene	•	•	4-6
Massage Therapy	•	•	4-6
Pharmacy Technician	•	•	4-6
Teacher (Education)	•	•	

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure MO1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure MO1**

*State-Wide Website Information Accessibility*



## Montana

### Processing time

Table MT1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for four of the examined boards in Montana. Accounting, Dental Hygiene, and Massage Therapy boards met the DoD's goal of granting a license within 30 days.

**Table MT1**  
*Montana Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	●		
Cosmetology			
Dental Hygiene	●		
Massage Therapy	●		
Pharmacy Technician			
Teacher (Education)	▲	-	

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
■	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables MT2 and MT3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. All Montana boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Teacher applicants must submit eight documents, and Cosmetology are only required to submit two.

**Table MT2**  
*Montana Documentation Requirements*

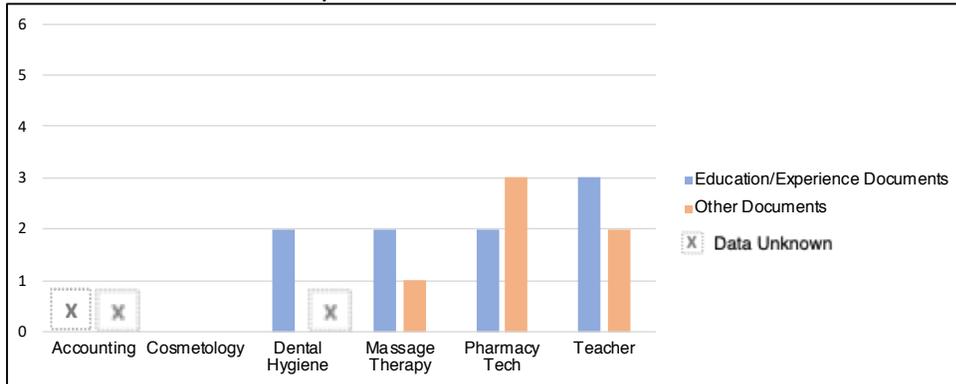
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	●		●	●
Cosmetology	●	N/A	●	
Dental Hygiene	●		●	
Massage Therapy	●		●	
Pharmacy Technician	●			
Teacher (Education)	●	●		●

Legend	
●	Documentation must be submitted with application
■	Not required to be submitted
N/A	Not applicable
■	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table MT3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table MT4 presents key elements of the application process. The majority of the examined boards in Montana defined the application process, and most of the boards provided clear instructions.

**Table MT4**

*Montana Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•		
Cosmetology		•	1-3
Dental Hygiene	•		4-6
Massage Therapy	•	•	1-3
Pharmacy Technician	•	•	4-6
Teacher (Education)	•	•	4-6

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure MT1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure MT1**

*State-Wide Website Information Accessibility*



## Nebraska

### Processing time

Table NE1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. All of the examined boards in Nebraska met the DoD’s goal of granting a license within 30 days. Accounting, Massage Therapy, Pharmacy Technician, and Teacher (Education) boards expedited military spouse applications.

**Table NE1**  
*Nebraska Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	•		▷
Cosmetology	•	•	
Dental Hygiene		•	
Massage Therapy		•	▷
Pharmacy Technician	•	•	▷
Teacher (Education)	▲	•	▷

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables NE2 and NE3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. The majority of the Nebraska boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Teacher and Pharmacy Technician applicants must submit eight documents each, and Accountants are only required to submit four.

**Table NE2**  
*Nebraska Documentation Requirements*

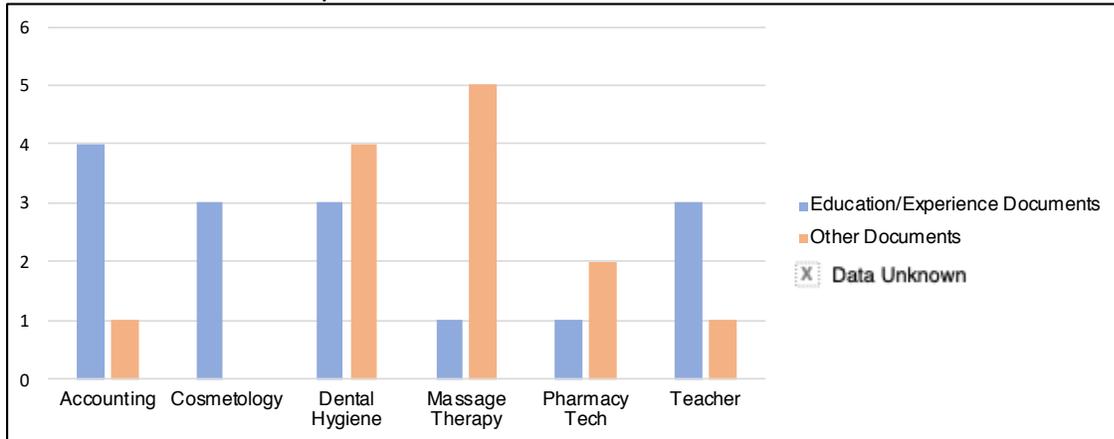
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•		•	•
Cosmetology	•	N/A		
Dental Hygiene	•		•	•
Massage Therapy	•		•	•
Pharmacy Technician				•
Teacher (Education)	•	•		•

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table NE3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table NE4 presents key elements of the application process. Half of the examined boards in Nebraska defined the application process, and all of the boards provided clear instructions.

**Table NE4**

*Nebraska Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	4-6
Cosmetology		•	1-3
Dental Hygiene	•	•	1-3
Massage Therapy		•	4-6
Pharmacy Technician		•	more than 7
Teacher (Education)	•	•	more than 7

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure NE1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure NE1**

*State-Wide Website Information Accessibility*



## Nevada

### Processing time

Table NV1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. All of the examined boards in Nevada met the DoD's goal of granting a license within 30 days. Dental Hygiene and Massage Therapy boards expedited military spouse applications.

**Table NV1**  
*Nevada Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	●		
Cosmetology	●		
Dental Hygiene	●	●	▶
Massage Therapy	●	●	▶
Pharmacy Technician	●		
Teacher (Education)	●		

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▶	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables NV2 and NV3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. All Nevada boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit 11 documents, and Pharmacy Technicians are only required to submit three.

**Table NV2**  
*Nevada Documentation Requirements*

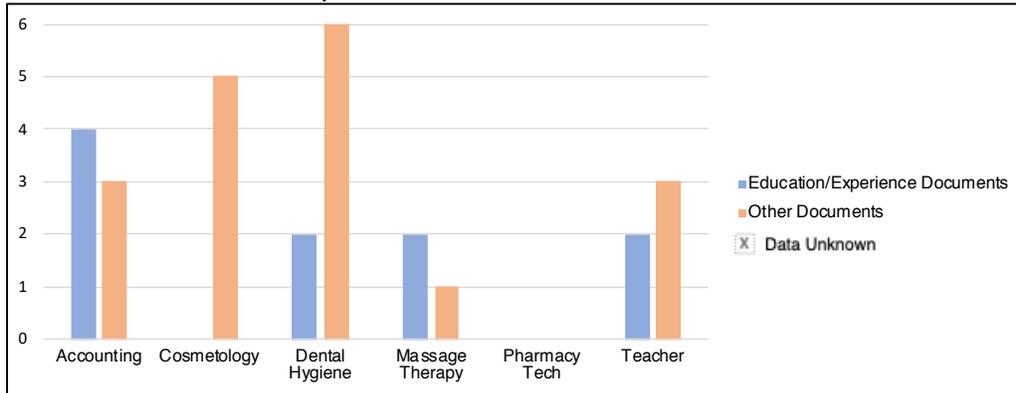
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	●	●	●	
Cosmetology	●	N/A		●
Dental Hygiene	●	●		●
Massage Therapy	●	●	●	
Pharmacy Technician	●		●	●
Teacher (Education)	●	●		

Legend	
●	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table NV3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table NV4 presents key elements of the application process. All of the examined boards in Nevada defined the application process, and half of the boards provided clear instructions.

**Table NV4**

*Nevada Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	4-6
Cosmetology	•	•	1-3
Dental Hygiene	•	•	1-3
Massage Therapy	•		
Pharmacy Technician	•		more than 7
Teacher (Education)	•		4-6

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure NV1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure NV1**

*State-Wide Website Information Accessibility*



## New Hampshire

### Processing time

Table NH1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for two of the examined boards in New Hampshire. Dental Hygiene and Pharmacy Technician boards met the DoD's goal of granting a license within 30 days.

**Table NH1**  
*New Hampshire Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting				
Cosmetology				
Dental Hygiene	•		•	
Massage Therapy				
Pharmacy Technician	•			
Teacher				

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▶	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables NH2 and NH3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. The majority of the New Hampshire boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit 11 documents, and Pharmacy Technicians are only required to submit one.

**Table NH2**  
*New Hampshire Documentation Requirements*

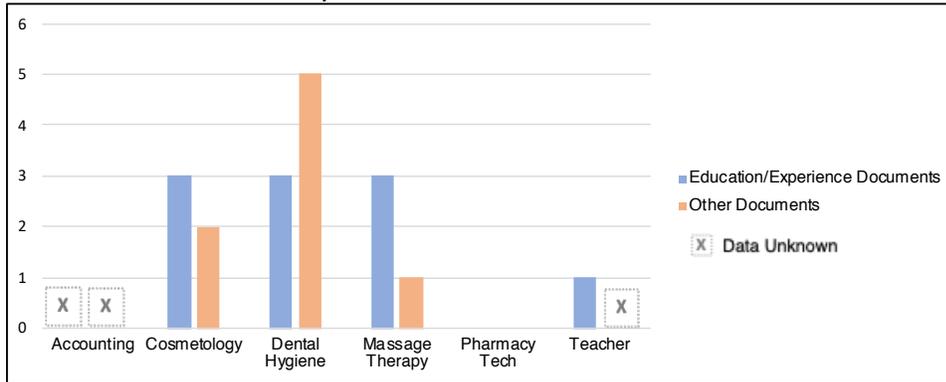
	Previous license	Background check	National exam results	State/Regional exam results
Accounting			•	
Cosmetology	•	N/A		
Dental Hygiene	•		•	•
Massage Therapy	•		•	
Pharmacy Technician	•			
Teacher (Education)	•			

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table NH3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table NH4 presents key elements of the application process. The majority of the examined boards in New Hampshire defined the application process and provided clear instructions.

**Table NH4**

*New Hampshire Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting			1-3
Cosmetology	•	•	4-6
Dental Hygiene	•	•	4-6
Massage Therapy	•	•	more than 7
Pharmacy Technician	•	•	more than 7
Teacher (Education)	•	•	1-3

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure NH1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure NH1**

*State-Wide Website Information Accessibility*



## New Jersey

### Processing time

Table NJ1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for five of the examined boards in New Jersey. Accounting, Cosmetology, Massage Therapy, and Pharmacy Technician boards met the DoD's goal of granting a license within 30 days. Accounting, Cosmetology, Massage Therapy, and Pharmacy Technician boards expedited military spouse applications.

The New Jersey Division of Consumer Affairs (DCA) offers one-on-one support and license transfer assistance to military spouses.

**Table NJ1**

*New Jersey Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting	•			▷
Cosmetology	•			▷
Dental Hygiene	▲			
Massage Therapy	•			▷
Pharmacy Technician	•		•	▷
Teacher (Education)				

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables NJ2 and NJ3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. Most of the New Jersey boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Cosmetology applicants must submit nine documents, and Dental Hygiene and Teacher applicants are required to submit six each.

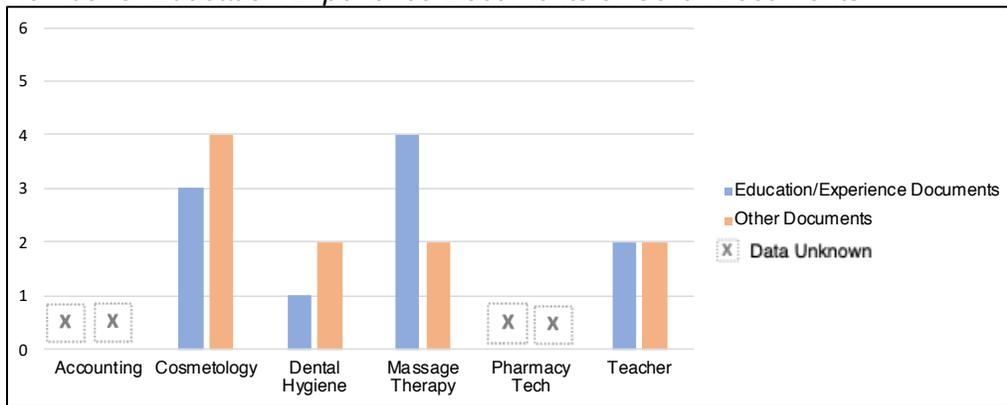
**Table NJ2**  
New Jersey Documentation Requirements

	Previous license	Background check	National exam results	State/Regional exam results
Accounting				
Cosmetology	•	N/A		•
Dental Hygiene	•	•	•	
Massage Therapy	•	•	•	
Pharmacy Technician		•		
Teacher (Education)	•	•		

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table NJ3**  
Number of Education/Experience Documents or Other Documents



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card.

Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

### Application Process

Table NJ4 presents key elements of the application process. Half of the examined boards in New Jersey defined the application process and provided clear instructions.

**Table NJ4**  
New Jersey Application Process

	Process was defined	Instructions were clear	Number of steps to complete
Accounting			
Cosmetology		•	4-6
Dental Hygiene	•	•	4-6
Massage Therapy	•	•	more than 7
Pharmacy Technician			
Teacher (Education)	•		4-6

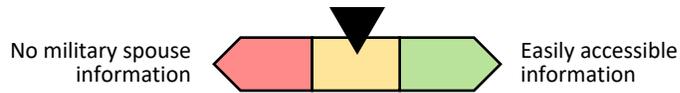
Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

## Information Accessibility

Figure NJ1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

### Figure NJ1

#### *State-Wide Website Information Accessibility*



## New Mexico

### Processing time

Table NM1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Cosmetology, Dental Hygiene, Massage Therapy, Pharmacy Technician, and Teacher (Education) boards met the DoD's goal of granting a license within 30 days. All of the examined boards expedited military spouse applications.

**Table NM1**  
*New Mexico Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting				▷
Cosmetology	•			▷
Dental Hygiene	•			▷
Massage Therapy	•		•	▷
Pharmacy Technician			•	▷
Teacher (Education)	•		•	▷

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables NM2 and NM3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. Most of the New Mexico boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Cosmetology and Dental Hygiene applicants must submit 10 documents each, and Massage Therapy applicants are only required to submit four.

**Table NM2**  
*New Mexico Documentation Requirements*

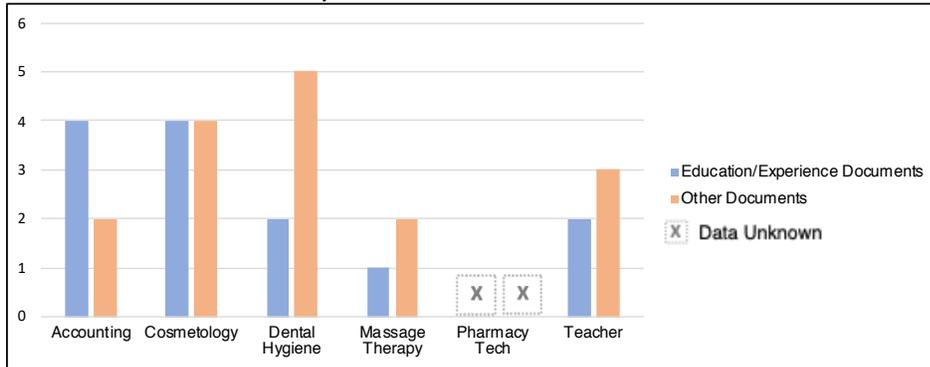
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•	•		•
Cosmetology		N/A	•	•
Dental Hygiene	•		•	•
Massage Therapy	•			
Pharmacy Technician			•	
Teacher (Education)	•	•	•	•

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table NM3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table NM4 presents key elements of the application process. Most of the examined boards in New Mexico defined the application process, and the majority of the boards provided clear instructions.

**Table NM4**

*New Mexico Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	more than 7
Cosmetology	•	•	4-6
Dental Hygiene	•	•	more than 7
Massage Therapy	•	•	more than 7
Pharmacy Technician	•		
Teacher (Education)	•	•	4-6

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure NM1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure NM1**

*State-Wide Website Information Accessibility*



## New York

### Processing time

Table NY1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Accounting, Cosmetology, Dental Hygiene, and Teacher (Education) boards met the DoD’s goal of granting a license within 30 days. All of the examined boards expedited military spouse applications.

**Table NY1**  
*New York Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	▲		●
Cosmetology	●		▶
Dental Hygiene	▲		▶
Massage Therapy			▶
Pharmacy Technician			▶
Teacher (Education)		●	▶

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▶	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables NY2 and NY3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. All of the New York boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Massage Therapy applicants must submit nine documents, and Cosmetology applicants are only required to submit two.

**Table NY2**  
*New York Documentation Requirements*

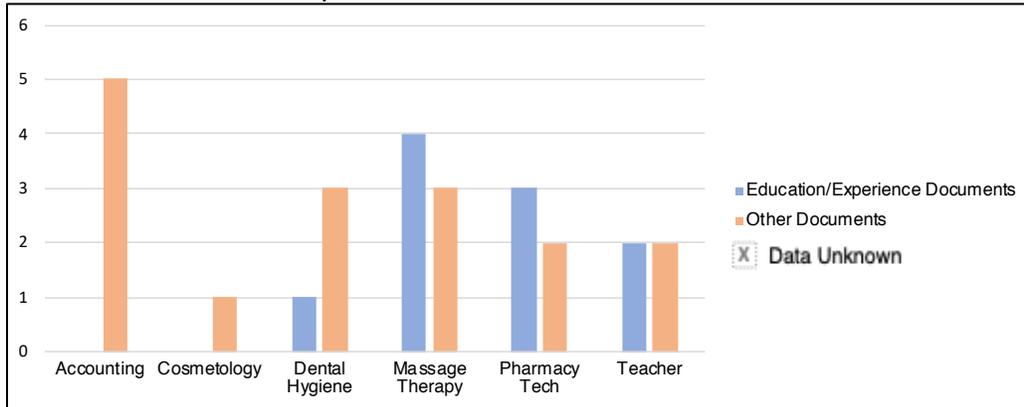
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	●			●
Cosmetology	●	N/A		
Dental Hygiene	●		●	
Massage Therapy	●		●	
Pharmacy Technician	●			
Teacher (Education)	●	●		

Legend	
●	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table NY3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table NY4 presents key elements of the application process. All of the examined boards in New York defined the application process and provided clear instructions.

**Table NY4**

*New York Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	more than 7
Cosmetology	•	•	1-3
Dental Hygiene	•	•	1-3
Massage Therapy	•	•	1-3
Pharmacy Technician	•	•	4-6
Teacher (Education)	•	•	

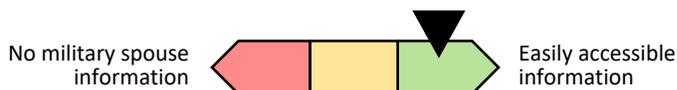
Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure NY1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure NY1**

*State-Wide Website Information Accessibility*



## North Carolina

### Processing time

Table NC1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Accounting, Cosmetology, Dental Hygiene, Massage Therapy, and Pharmacy Technician boards met the DoD's goal of granting a license within 30 days. Accounting, Dental Hygiene, Pharmacy Technician, and Teacher (Education) boards expedited military spouse applications.

**Table NC1**  
*North Carolina Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting	•		•	▷
Cosmetology	•			
Dental Hygiene			•	▷
Massage Therapy	•			
Pharmacy Technician	•			▷
Teacher (Education)				▷

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables NC2 and NC3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. All North Carolina boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit nine documents, and Cosmetology applicants are only required to submit two.

**Table NC2**  
*North Carolina Documentation Requirements*

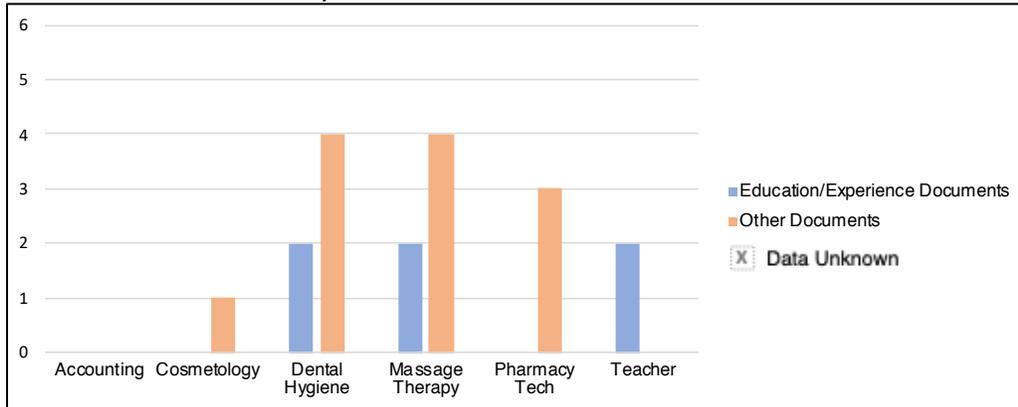
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•		•	•
Cosmetology	•	N/A		
Dental Hygiene	•	•	•	
Massage Therapy	•	•		
Pharmacy Technician	•			
Teacher (Education)	•		•	

Legend	
•	Documentation must be submitted with application
-	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table NC3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card.

Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

### Application Process

Table NC4 presents key elements of the application process. All of the examined boards in North Carolina defined the application process and provided clear instructions.

**Table NC4**

*North Carolina Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	1-3
Dental Hygiene	•	•	more than 7
Massage Therapy	•	•	4-6
Pharmacy Technician	•	•	1-3
Teacher (Education)	•	•	4-6

Legend	
•	The board meets the listed criteria
■	Data unknown or cannot access the information

### Information Accessibility

Figure NC1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure NC1**

*State-Wide Website Information Accessibility*



## North Dakota

### Processing time

Table ND1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for five of the examined boards in North Dakota. Accounting, Cosmetology, Dental Hygiene, Massage Therapy, and Pharmacy Technician boards met the DoD's goal of granting a license within 30 days. Accounting, Dental Hygiene, and Massage Therapy boards expedited military spouse applications.

**Table ND1**  
*North Dakota Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting	•		•	▷
Cosmetology	•			
Dental Hygiene	•		•	▷
Massage Therapy	•		• ✓	▷
Pharmacy Technician	•		•	
Teacher (Education)				

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables ND2 and ND3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. All North Dakota boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit 12 documents, and Accountants and Teachers are only required to submit four each.

**Table ND2**  
*North Dakota Documentation Requirements*

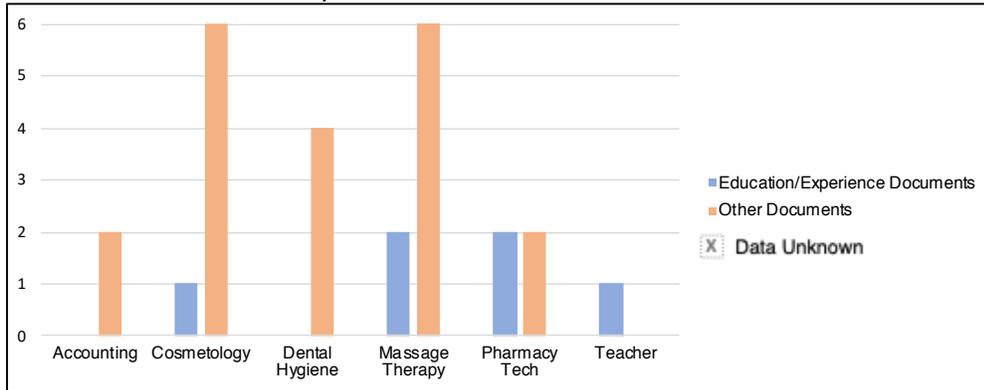
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•	•		
Cosmetology	•	N/A	•	•
Dental Hygiene	•	•		•
Massage Therapy	•	•	•	•
Pharmacy Technician	•			
Teacher (Education)	•	•	•	

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table ND3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table ND4 presents key elements of the application process. The majority of the examined boards in North Dakota defined the application process, and all of the boards provided clear instructions.

**Table ND4**

*North Dakota Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	4-6
Dental Hygiene	•	•	4-6
Massage Therapy	•	•	4-6
Pharmacy Technician	•	•	4-6
Teacher (Education)		•	

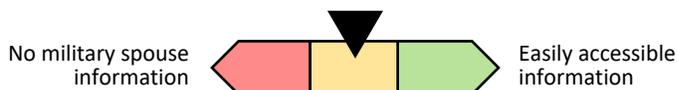
Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure ND1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure ND1**

*State-Wide Website Information Accessibility*



## Ohio

### Processing time

Table OH1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. All of the examined boards in Ohio met the DoD’s goal of granting a license within 30 days. Cosmetology, Dental Hygiene, and Pharmacy Technician boards expedited military spouse applications.

**Table OH1**  
*Ohio Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting	•			
Cosmetology	•		•	▷
Dental Hygiene	•			▷
Massage Therapy	•			
Pharmacy Technician	•			▷
Teacher (Education)	•		•	

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables OH2 and OH3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. All Ohio boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit eight documents, and Cosmetology applicants are only required to submit four.

**Table OH2**  
*Ohio Documentation Requirements*

	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•	•	•	•
Cosmetology	•	N/A		
Dental Hygiene	•	•	•	•
Massage Therapy	•	•		
Pharmacy Technician	•			
Teacher (Education)	•	•		

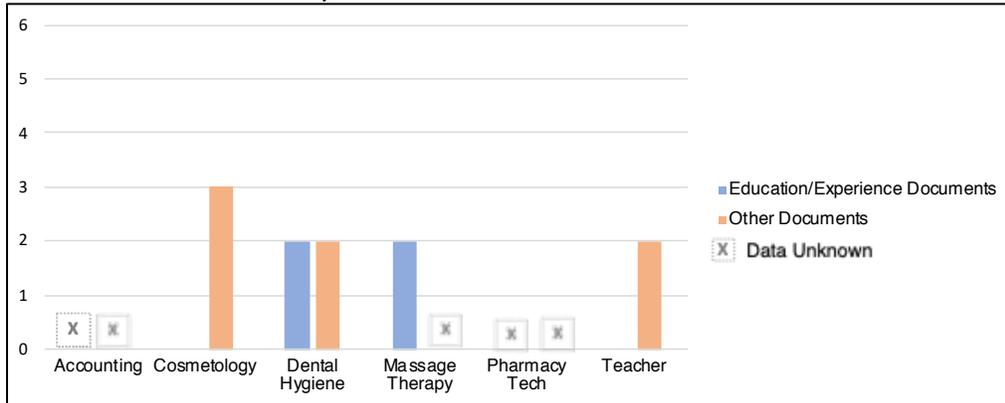
  

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table OH3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table OH4 presents key elements of the application process. The majority of the examined boards in Ohio defined the application process, and half of the boards provided clear instructions.

**Table OH4**

*Ohio Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	
Cosmetology	•	•	1-3
Dental Hygiene	•		4-6
Massage Therapy	•		1-3
Pharmacy Technician			
Teacher (Education)	•	•	1-3

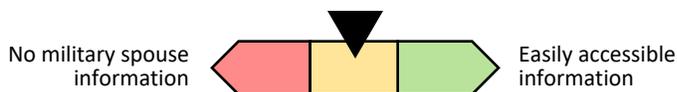
Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure OH1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure OH1**

*State-Wide Website Information Accessibility*



## Oklahoma

### Processing time

Table OK1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for four of the examined boards in Oklahoma. Accounting, Dental Hygiene, and Pharmacy Technician boards met the DoD’s goal of granting a license within 30 days. Accounting and Teacher (Education) boards expedited military spouse applications.

**Table OK1**  
*Oklahoma Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	•		▷
Cosmetology			
Dental Hygiene	- ✓	• ★	
Massage Therapy			
Pharmacy Technician	•		
Teacher (Education)	-		▷

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables OK2 and OK3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. Most of the Oklahoma boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Massage Therapy applicants must submit nine documents, and Pharmacy Technicians are only required to submit two.

**Table OK2**  
*Oklahoma Documentation Requirements*

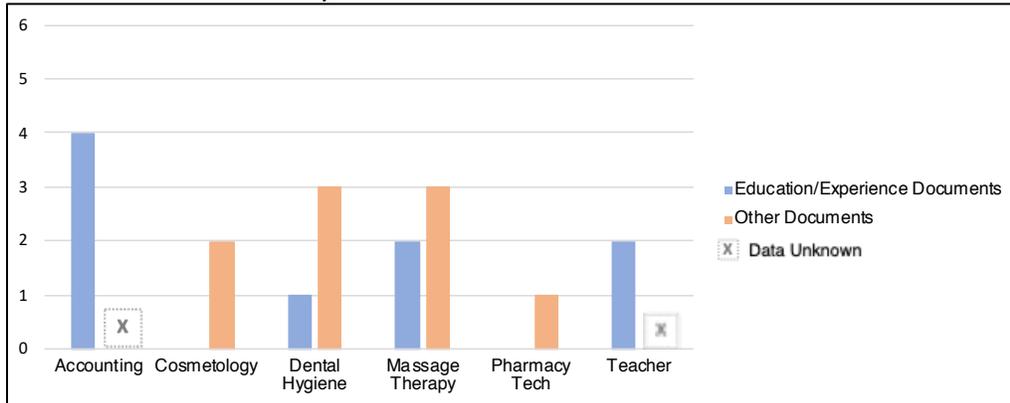
	Previous license	Background check	National exam results	State/Regional exam results
Accounting			•	
Cosmetology	•	N/A		
Dental Hygiene	•		•	•
Massage Therapy	•	•	•	
Pharmacy Technician				•
Teacher (Education)	•	•	•	

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table OK3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table OK4 presents key elements of the application process. All of the examined boards in Oklahoma defined the application process and provided clear instructions.

**Table OK4**

*Oklahoma Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	4-6
Dental Hygiene	•	•	4-6
Massage Therapy	•	•	4-6
Pharmacy Technician	•	•	1-3
Teacher (Education)	•	•	4-6

Legend	
•	The board meets the listed criteria
■	Data unknown or cannot access the information

**Information Accessibility**

Figure OK1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure OK1**

*State-Wide Website Information Accessibility*



## Oregon

### Processing time

Table OR1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Accounting, Cosmetology, Massage Therapy, and Teacher (Education) boards met the DoD’s goal of granting a license within 30 days. Dental Hygiene, Massage Therapy, Pharmacy Technician, and Teacher (Education) boards expedited military spouse applications.

**Table OR1**  
*Oregon Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	●		
Cosmetology	●	●	
Dental Hygiene	▲		▷
Massage Therapy	●	●	▷
Pharmacy Technician	▲		▷
Teacher (Education)	▲	●	▷

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
■	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables OR2 and OR3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. The majority of Oregon boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Massage Therapy applicants must submit 13 documents, and Accountants are required to submit four.

**Table OR2**  
*Oregon Documentation Requirements*

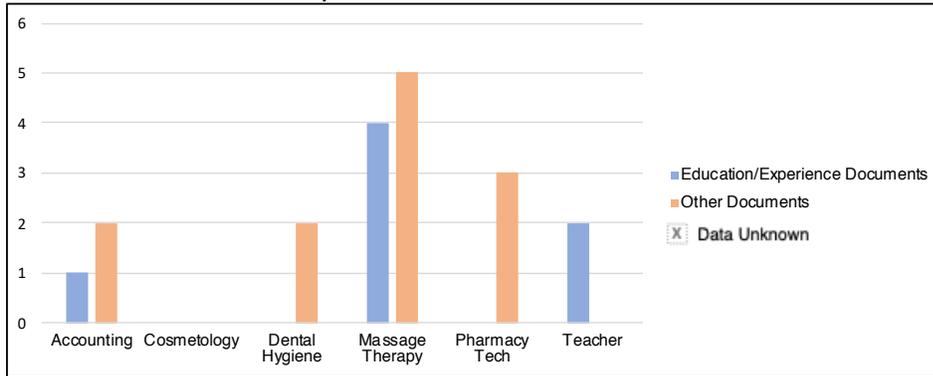
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	●			
Cosmetology	●	N/A		●
Dental Hygiene	●	●	●	●
Massage Therapy	●	●	●	●
Pharmacy Technician		●	●	
Teacher (Education)	●	●	●	

Legend	
●	Documentation must be submitted with application
■	Not required to be submitted
N/A	Not applicable
■	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table OR3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table OR4 presents key elements of the application process. All of the examined boards in Oregon defined the application process, and most of the boards provided clear instructions.

**Table OR4**

*Oregon Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	4-6
Cosmetology	•	•	1-3
Dental Hygiene	•	•	4-6
Massage Therapy	•	•	1-3
Pharmacy Technician	•		
Teacher (Education)	•	•	4-6

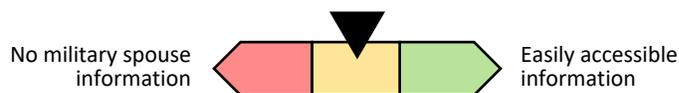
Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure OR1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure OR1**

*State-Wide Website Information Accessibility*



## Pennsylvania

### Processing time

Table PA1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for four of the examined boards in Pennsylvania. Accounting, Cosmetology, Dental Hygiene, and Teacher (Education) boards met the DoD's goal of granting a license within 30 days. Teacher (Education) boards expedited military spouse applications. Pharmacy Technicians are not required to be licensed in Pennsylvania.

**Table PA1**  
*Pennsylvania Application Processing Times*

	Processing time	Temporary/Provisional	Expedited for military spouses
Accounting	●		
Cosmetology	●		
Dental Hygiene		●	
Massage Therapy			
Pharmacy Technician	License not required		
Teacher (Education)	●		▶

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▶	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables PA2 and PA3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. All of the Pennsylvania boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Massage Therapy applicants must submit 11 documents, and Cosmetology applicants are only required to submit three.

**Table PA2**  
*Pennsylvania Documentation Requirements*

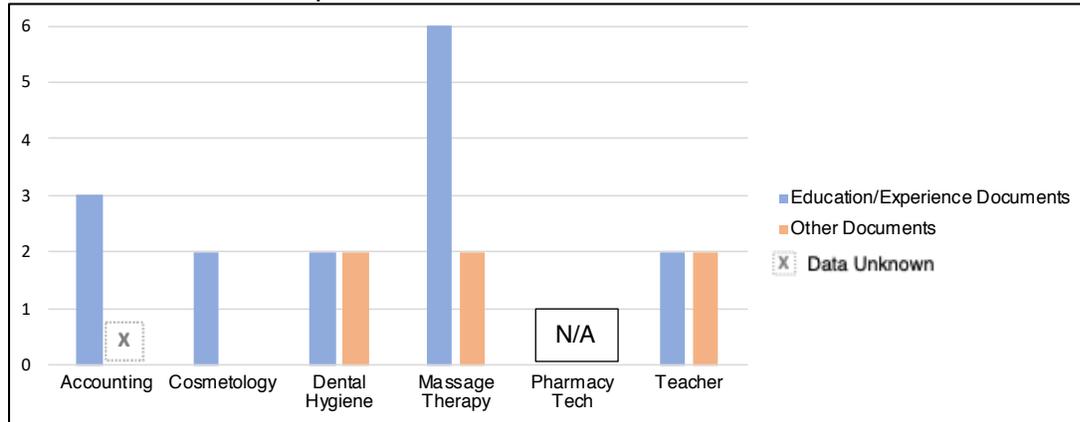
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	●	●	●	
Cosmetology	●	N/A		
Dental Hygiene	●	●	●	●
Massage Therapy	●	●	●	
Pharmacy Technician	License not required			
Teacher (Education)	●			●

Legend	
●	Documentation must be submitted with application
□	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table PA3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table PA4 presents key elements of the application process. The majority of the examined boards in Pennsylvania defined the application process and provided clear instructions.

**Table PA4**

*Pennsylvania Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•		
Cosmetology		•	1-3
Dental Hygiene	•	•	More than 7
Massage Therapy	•	•	4-6
Pharmacy Technician	License not required		
Teacher (Education)	•	•	More than 7

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure PA1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure PA1**

*State-Wide Website Information Accessibility*



## Rhode Island

### Processing time

Table RI1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for five of the examined boards in Rhode Island. Accounting, Cosmetology, Massage Therapy, and Pharmacy Technician boards met the DoD's goal of granting a license within 30 days. Accounting, Cosmetology, Massage Therapy, and Pharmacy Technician boards expedited military spouse applications.

**Table RI1**  
*Rhode Island Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting	●	- ✓		▷
Cosmetology			●	▷
Dental Hygiene				
Massage Therapy	●			▷
Pharmacy Technician			●	▷
Teacher (Education)	▲			

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables RI2 and RI3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. All Rhode Island boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit 11 documents, and Accountant and Cosmetology applicants are required to submit four each.

**Table RI2**  
*Rhode Island Documentation Requirements*

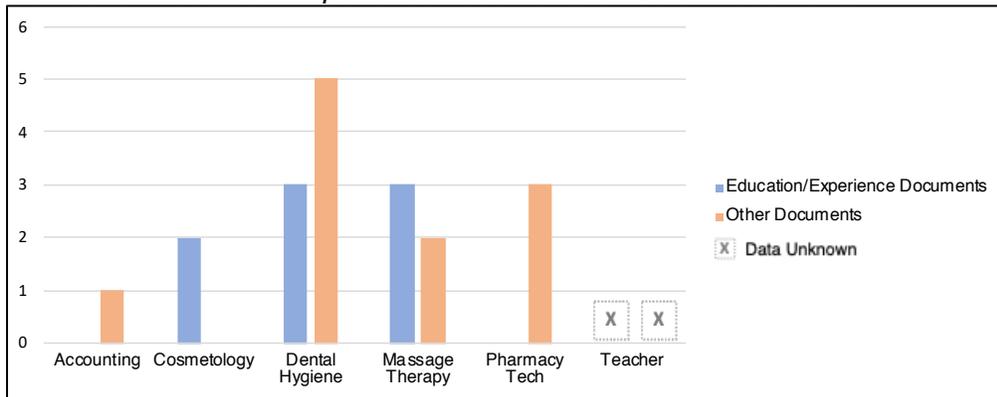
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	●		●	●
Cosmetology	●	N/A	●	
Dental Hygiene	●		●	●
Massage Therapy	●	●	●	
Pharmacy Technician	●			●
Teacher (Education)	●			●

Legend	
●	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table RI3**  
*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table RI4 presents key elements of the application process. All of the examined boards in Rhode Island defined the application process and provided clear instructions.

**Table RI4**  
*Rhode Island Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	1-3
Dental Hygiene	•	•	1-3
Massage Therapy	•	•	more than 7
Pharmacy Technician	•	•	more than 7
Teacher (Education)	•	•	more than 7

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure RI1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure RI1**  
*State-Wide Website Information Accessibility*



## South Carolina

### Processing time

Table SC1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for five of the examined boards in South Carolina. Accounting and Teacher (Education) boards met the DoD’s goal of granting a license within 30 days. Accounting, Cosmetology, Dental Hygiene, Pharmacy Technician, and Teacher (Education) boards expedited military spouse applications.

South Carolina provides military spouses with one-on-one licensing assistance and an Expedited license.

**Table SC1**  
*South Carolina Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting			●	▷
Cosmetology				▷
Dental Hygiene	▲			▷
Massage Therapy				
Pharmacy Technician				▷
Teacher (Education)	●			▷

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables SC2 and SC3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. All of the South Carolina boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Massage Therapy applicants must submit eight documents, and Pharmacy Technicians are required to submit five.

**Table SC2**  
*South Carolina Documentation Requirements*

	Previous license	Background check	National exam results	State/Regional exam results
Accounting	●			
Cosmetology	●	N/A		
Dental Hygiene	●	●		
Massage Therapy	●		●	
Pharmacy Technician	●			
Teacher (Education)	●	●		

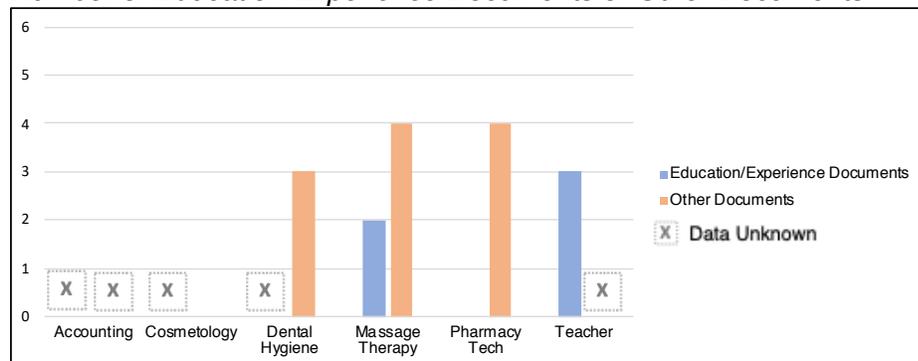
  

Legend	
●	Documentation must be submitted with application
N/A	Not required to be submitted
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table SC3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

### Application Process

Table SC4 presents key elements of the application process. All of the examined boards in South Carolina defined the application process and provided clear instructions.

**Table SC4**

*South Carolina Application Process*

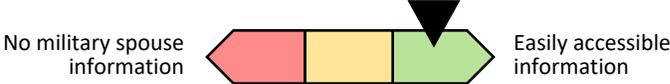
	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	
Cosmetology	•	•	1-3
Dental Hygiene	•	•	4-6
Massage Therapy	•	•	1-3
Pharmacy Technician	•	•	1-3
Teacher (Education)	•	•	4-6

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

### Information Accessibility

Figure SC1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure SC1**  
*State-Wide Website Information Accessibility*



## South Dakota

### Processing time

Table SD1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. All of the examined boards in South Dakota met the DoD's goal of granting a license within 30 days. Massage Therapy and Teacher (Education) boards expedited military spouse applications.

**Table SD1**  
*South Dakota Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	•		
Cosmetology		• ★	
Dental Hygiene	•	•	
Massage Therapy	•		▶
Pharmacy Technician	•		
Teacher (Education)		•	▶

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▶	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables SD2 and SD3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. All of the South Dakota boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Massage Therapy applicants must submit 11 documents, and Accountants are not required to submit any documents.

**Table SD2**  
*South Dakota Documentation Requirements*

	Previous license	Background check	National exam results	State/Regional exam results
Accounting				
Cosmetology	•	N/A	•	•
Dental Hygiene	•			
Massage Therapy	•		•	
Pharmacy Technician	•			
Teacher (Education)	•		•	•

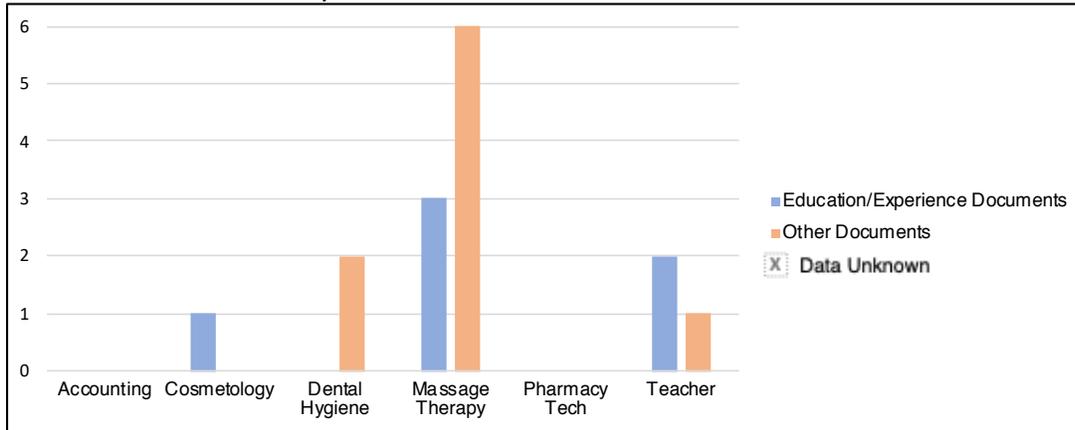
  

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table SD3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table SD4 presents key elements of the application process. The majority of the examined boards in South Dakota defined the application process and provided clear instructions.

**Table SD4**

*South Dakota Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•		
Cosmetology		•	4-6
Dental Hygiene	•	•	1-3
Massage Therapy	•	•	4-6
Pharmacy Technician	•	•	1-3
Teacher (Education)	•	•	4-6

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure SD1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure SD1**

*State-Wide Website Information Accessibility*



## Tennessee

### Processing time

Table TN1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Accounting, Cosmetology, Dental Hygiene, Massage Therapy, and Teacher (Education) boards met the DoD's goal of granting a license within 30 days. Cosmetology, Dental Hygiene, Massage Therapy, Pharmacy Technician, and Teacher (Education) boards expedited military spouse applications.

**Table TN1**  
*Tennessee Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting	•		•	
Cosmetology	•		•	▷
Dental Hygiene	•		•	▷
Massage Therapy	•			▷
Pharmacy Technician	▲			▷
Teacher (Education)	•			▷

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables TN2 and TN3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. Of the Tennessee boards that were examined, five required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit 12 documents, and Cosmetologists are not required to submit any documents.

**Table TN2**  
*Tennessee Documentation Requirements*

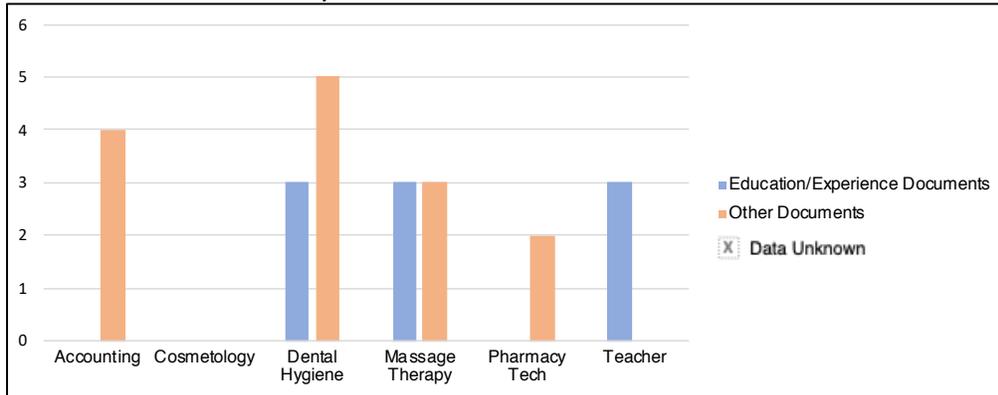
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•			
Cosmetology		N/A		•
Dental Hygiene	•	•	•	•
Massage Therapy	•	•	•	•
Pharmacy Technician	•	•		
Teacher (Education)	•		•	

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table TN3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table TN4 presents key elements of the application process. All of the examined boards in Tennessee defined the application process, and the majority of boards provided clear instructions.

**Table TN4**

*Tennessee Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•		
Dental Hygiene	•	•	4-6
Massage Therapy	•	•	more than 7
Pharmacy Technician	•	•	4-6
Teacher (Education)	•	•	4-6

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure TN1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure TN1**

*State-Wide Website Information Accessibility*



## Texas

### Processing time

Table TX1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for five of the examined boards in Texas. Accounting, Dental Hygiene, Massage Therapy, and Pharmacy Technician boards met the DoD's goal of granting a license within 30 days. Cosmetology, Massage Therapy, and Pharmacy Technician boards expedited military spouse applications.

**Table TX1**  
*Texas Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting	●			
Cosmetology				▷
Dental Hygiene	●			
Massage Therapy	●		●	▷
Pharmacy Technician			●	▷
Teacher (Education)				

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables TX2 and TX3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. All of the Texas boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit 12 documents, and Pharmacy Technicians are only required to submit three.

**Table TX2**  
*Texas Documentation Requirements*

	Previous license	Background check	National exam results	State/Regional exam results
Accounting	●	●	●	●
Cosmetology	●	N/A		
Dental Hygiene	●	●	●	●
Massage Therapy	●	●	●	●
Pharmacy Technician	●			
Teacher (Education)	●	●	●	

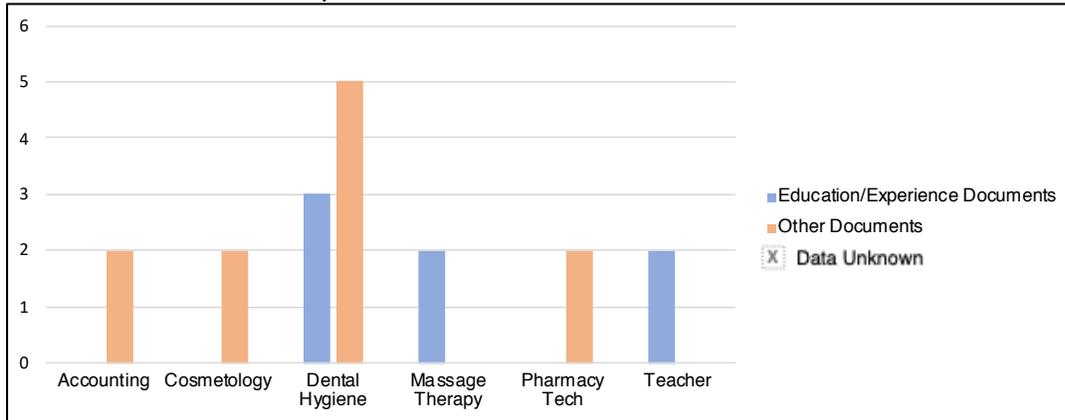
  

Legend	
●	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table TX3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table TX4 presents key elements of the application process. All of the examined boards in Texas defined the application process and provided clear instructions.

**Table TX4**

*Texas Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	4-6
Cosmetology	•	•	1-3
Dental Hygiene	•	•	4-6
Massage Therapy	•	•	4-6
Pharmacy Technician	•	•	1-3
Teacher (Education)	•	•	4-6

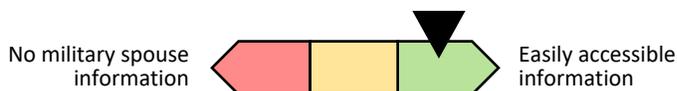
Legend	
•	The board meets the listed criteria
■	Data unknown or cannot access the information

**Information Accessibility**

Figure TX1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure TX1**

*State-Wide Website Information Accessibility*



## Utah

### Processing time

Table UT1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. All of the examined boards in Utah met the DoD's goal of granting a license within 30 days. Teacher (Education) boards expedited military spouse applications.

Spouses of military Service members stationed in Utah are permitted to work in most professions in Utah, including the 80+ professions regulated by the Department of Commerce Division of Occupational & Professional Licensing (DOPL), without obtaining a Utah license if the individuals possess an active license from another state or territory of the United States.

**Table UT1**  
*Utah Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting		●	
Cosmetology		●	
Dental Hygiene		●	
Massage Therapy		●	
Pharmacy Technician		●	
Teacher (Education)	●		▶

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▶	Expedited for military spouses
★	Applicable if spouse has an employment offer
■	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables UT2 and UT3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. Teacher (Education) boards in Utah required proof that the applicant holds an occupational license in another state. Teacher (Education) boards were the only examined boards that required supporting documentation. Teachers must submit eight documents.

**Table UT2**  
*Utah Documentation Requirements*

	Previous license	Background check	National exam results	State/Regional exam results
Accounting				
Cosmetology		N/A		
Dental Hygiene				
Massage Therapy				
Pharmacy Technician				
Teacher (Education)	●	●	●	

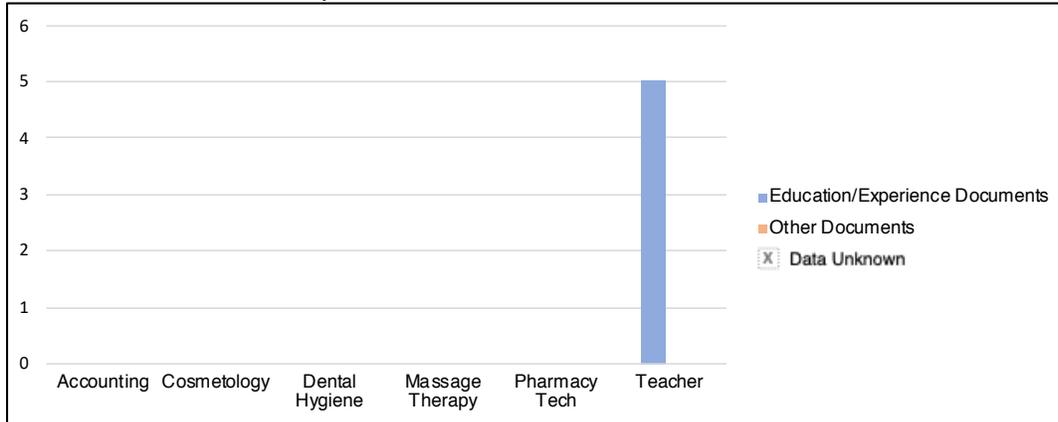
  

Legend	
●	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
■	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table UT3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

### Application Process

Table UT4 presents key elements of the application process. All of the examined boards in Utah defined the application process and provided clear instructions.

**Table UT4**

*Utah Application Process*

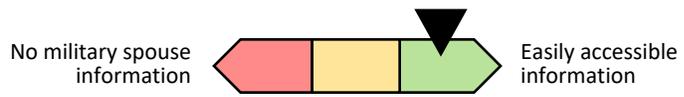
	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	0
Cosmetology	•	•	0
Dental Hygiene	•	•	0
Massage Therapy	•	•	0
Pharmacy Technician	•	•	0
Teacher (Education)	•	•	4-6

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

### Information Accessibility

Figure UT1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure UT1**  
*State-Wide Website Information Accessibility*



## Vermont

### Processing time

Table VT1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. All of the examined boards in Vermont met the DoD's goal of granting a license within 30 days. Accounting and Massage Therapy boards expedited military spouse applications.

**Table VT1**  
*Vermont Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting	•			▶
Cosmetology	•			
Dental Hygiene	•			
Massage Therapy	•		•	▶
Pharmacy Technician	•		•	
Teacher (Education)	•		• ★	

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▶	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables VT2 and VT3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. Of the Vermont boards that were examined, five required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Teachers must submit four documents, and Pharmacy Technician applicants are not required to submit any documents.

**Table VT2**  
*Vermont Documentation Requirements*

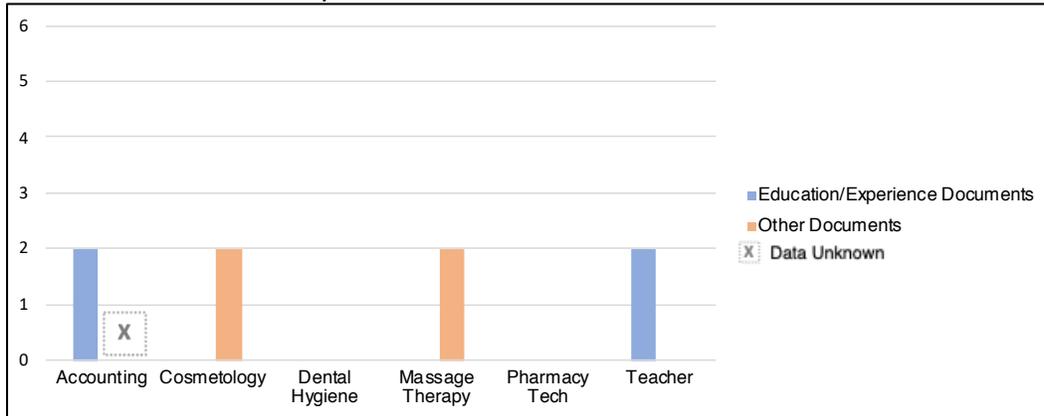
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•			
Cosmetology	•	N/A		
Dental Hygiene	•			•
Massage Therapy	•			
Pharmacy Technician				
Teacher (Education)	•	•		

Legend	
•	Documentation must be submitted with application
N/A	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table VT3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table VT4 presents key elements of the application process. All of the examined boards in Vermont defined the application process, and the majority of boards provided clear instructions.

**Table VT4**

*Vermont Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	1-3
Dental Hygiene	•	•	1-3
Massage Therapy	•	•	1-3
Pharmacy Technician	•		
Teacher (Education)	•	•	4-6

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure VT1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure VT1**

*State-Wide Website Information Accessibility*



## Virginia

### Processing time

Table VA1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Accounting and Dental Hygiene boards met the DoD’s goal of granting a license within 30 days. Accounting, Cosmetology, Dental Hygiene, Massage Therapy, and Pharmacy Technician boards expedited military spouse applications.

**Table VA1**  
*Virginia Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting	●			▷
Cosmetology				▷
Dental Hygiene	●		●	▷
Massage Therapy	▲			▷
Pharmacy Technician				▷
Teacher (Education)	▲			

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables VA2 and VA3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. All of the Virginia boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Teachers must submit seven documents, and Accountants and Massage Therapists are only required to submit three each.

**Table VA2**  
*Virginia Documentation Requirements*

	Previous license	Background check	National exam results	State/Regional exam results
Accounting	●		●	
Cosmetology	●	N/A		●
Dental Hygiene	●		●	
Massage Therapy	●	●	●	
Pharmacy Technician	●		●	
Teacher (Education)	●			

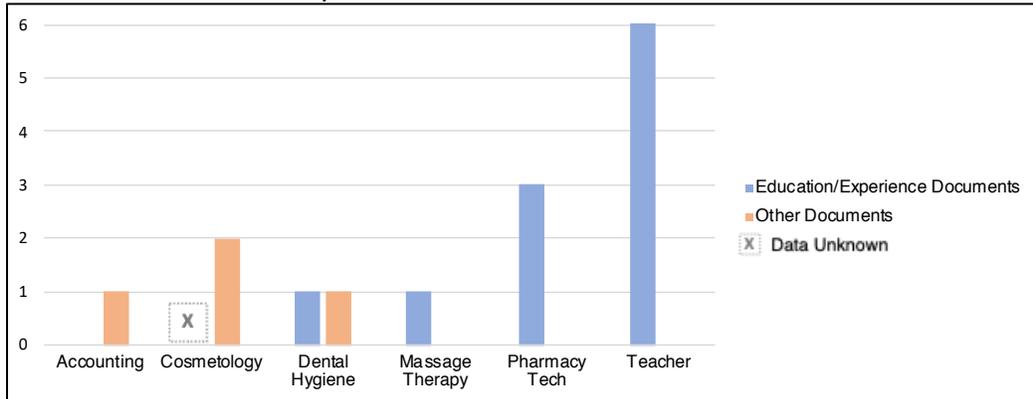
  

Legend	
●	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table VA3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card.

Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table VA4 presents key elements of the application process. All of the examined boards in Virginia defined the application process and provided clear instructions.

**Table VA4**

*Virginia Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	1-3
Dental Hygiene	•	•	more than 7
Massage Therapy	•	•	1-3
Pharmacy Technician	•	•	4-6
Teacher (Education)	•	•	more than 7

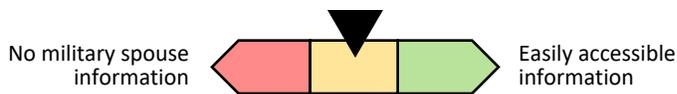
Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure VA1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure VA1**

*State-Wide Website Information Accessibility*



## Washington

### Processing time

Table WA1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Accounting, Massage Therapy, and Pharmacy Technician boards met the DoD’s goal of granting a license within 30 days. All of the examined boards expedited military spouse applications.

**Table WA1**

*Washington Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	•		▷
Cosmetology			▷
Dental Hygiene			▷
Massage Therapy	•	•	▷
Pharmacy Technician	•	•	▷
Teacher (Education)			▷

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables WA2 and WA3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. Of the Washington boards that were examined, five required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Pharmacy Technician applicants must submit 10 documents, and Accountants are only required to submit one.

**Table WA2**

*Washington Documentation Requirements*

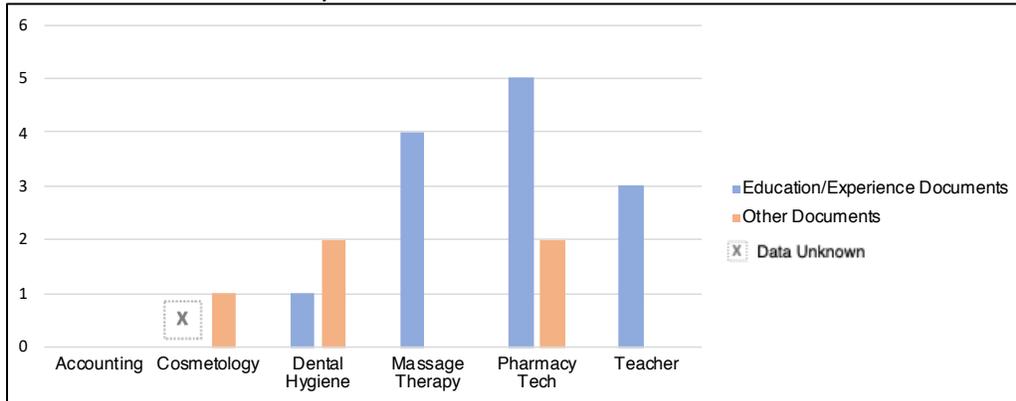
	Previous license	Background check	National exam results	State/Regional exam results
Accounting			•	
Cosmetology	•	N/A	•	
Dental Hygiene	•	•	•	•
Massage Therapy	•	•	•	•
Pharmacy Technician	•		•	•
Teacher (Education)	•	•		•

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table WA3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card.

Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table WA4 presents key elements of the application process. The majority of the examined boards in Washington defined the application process, and all of the boards provided clear instructions.

**Table WA4**

*Washington Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	4-6
Cosmetology		•	1-3
Dental Hygiene	•	•	4-6
Massage Therapy	•	•	1-3
Pharmacy Technician	•	•	4-6
Teacher (Education)	•	•	4-6

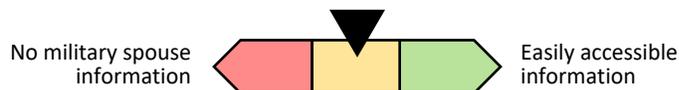
Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure WA1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure WA1**

*State-Wide Website Information Accessibility*



## Washington D.C.

### Processing time

Table DC1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for only one of the examined boards in Washington D.C. The Dental Hygiene board met the DoD's goal of granting a license within 30 days and expedited military spouse applications.

**Table DC1**

*Washington D.C. Application Processing Times*

	Processing time		Temporary/ Provisional	Expedited for military spouses
Accounting				
Cosmetology				
Dental Hygiene	•		•	▷
Massage Therapy				
Pharmacy Technician				
Teacher (Education)				

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables DC2 and DC3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. All of the Washington D.C. boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit eight documents, and Accountants are only required to submit three.

**Table DC2**

*Washington D.C. Documentation Requirements*

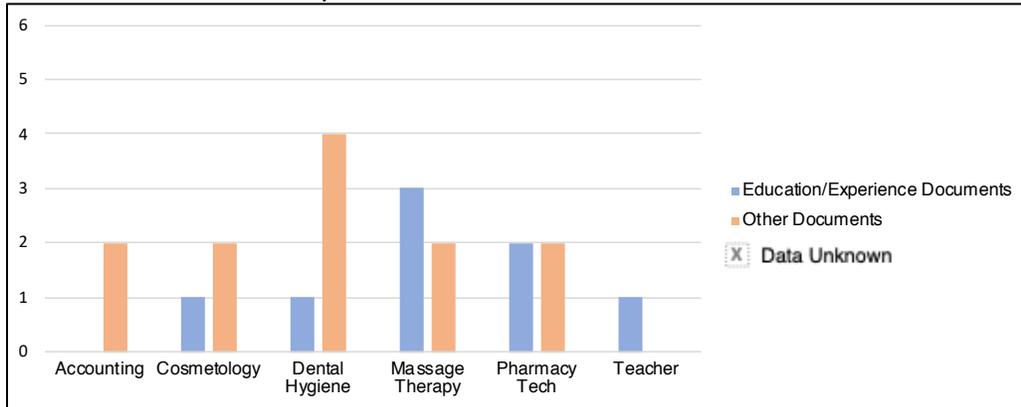
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	•			
Cosmetology	•	N/A		
Dental Hygiene	•		•	•
Massage Therapy	•	•	•	
Pharmacy Technician	•	•		
Teacher (Education)	•	•	•	•

Legend	
•	Documentation must be submitted with application
N/A	Not required to be submitted
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table DC3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table DC4 presents key elements of the application process. The majority of the examined boards in Washington D.C. defined the application process and provided clear instructions.

**Table DC4**

*Washington D.C. Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology			
Dental Hygiene	•	•	4-6
Massage Therapy	•	•	4-6
Pharmacy Technician	•	•	1-3
Teacher (Education)	•	•	1-3

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure DC1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure DC1**

*State-Wide Website Information Accessibility*



## West Virginia

### Processing time

Table WV1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. All of the examined boards in West Virginia met the DoD's goal of granting a license within 30 days. Accounting and Massage Therapy boards expedited military spouse applications.

**Table WV1**  
*West Virginia Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	●		▷
Cosmetology	▲	●	
Dental Hygiene	●		
Massage Therapy	●		▷
Pharmacy Technician	●		
Teacher (Education)	●	●	

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
■	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables WV2 and WV3 display the documents that are needed by each board and should be viewed together to determine a board's paperwork requirements. All of the West Virginia boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Dental Hygiene applicants must submit nine documents, and Massage Therapists and Teachers are required to submit five each.

**Table WV2**  
*West Virginia Documentation Requirements*

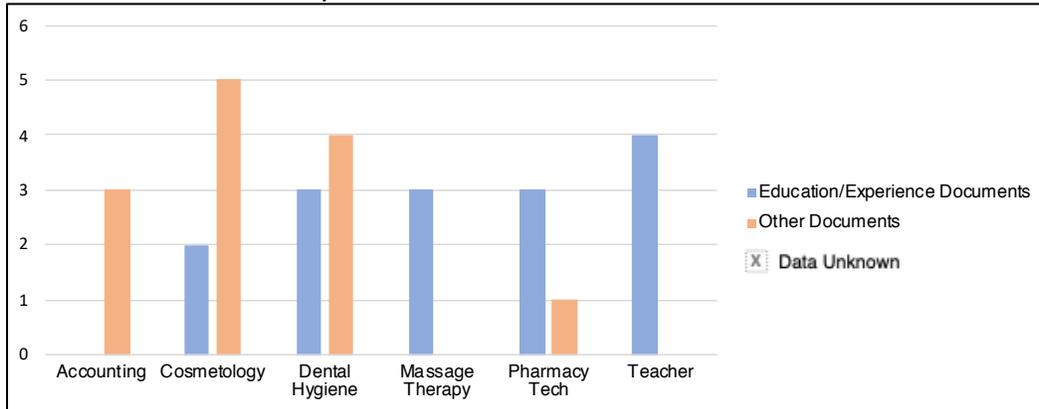
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	●	●	●	
Cosmetology	●	N/A		
Dental Hygiene	●		●	
Massage Therapy	●		●	
Pharmacy Technician	●	●	●	
Teacher (Education)	●			

Legend	
●	Documentation must be submitted with application
■	Not required to be submitted
N/A	Not applicable
■	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table WV3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card.

Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table WV4 presents key elements of the application process. All of the examined boards in West Virginia defined the application process, and the majority of the boards provided clear instructions.

**Table WV4**

*West Virginia Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	4-6
Cosmetology	•	•	4-6
Dental Hygiene	•	•	1-3
Massage Therapy	•	•	1-3
Pharmacy Technician	•	•	1-3
Teacher (Education)	•		

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure WV1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure WV1**

*State-Wide Website Information Accessibility*



## Wisconsin

### Processing time

Table WI1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for five of the examined boards in Wisconsin. Accounting and Cosmetology boards met the DoD’s goal of granting a license within 30 days. Accounting, Dental Hygiene, and Massage Therapy boards expedited military spouse applications.

**Table WI1**  
*Wisconsin Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	●	●	▷
Cosmetology		●	
Dental Hygiene	▲		▷
Massage Therapy	▲		▷
Pharmacy Technician			
Teacher (Education)	▲		

Legend	
●	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▷	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables WI2 and WI3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. Of the Wisconsin boards that were examined, three required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Teachers must submit seven documents, and Cosmetology applicants are only required to submit one.

**Table WI2**  
*Wisconsin Documentation Requirements*

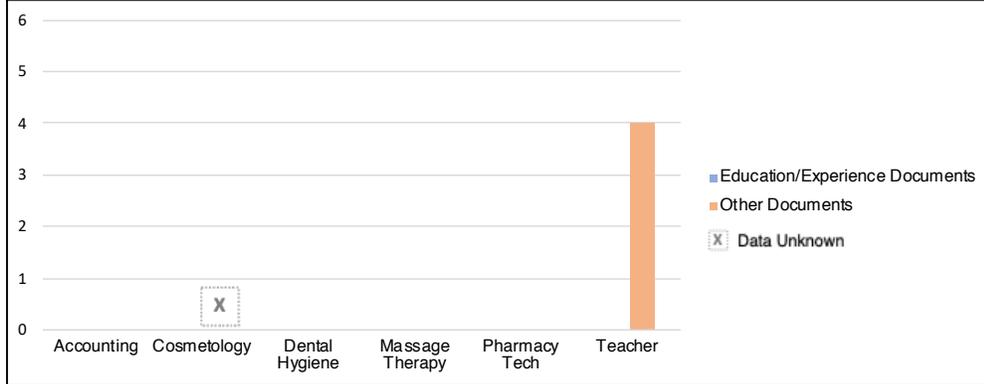
	Previous license	Background check	National exam results	State/Regional exam results
Accounting	●	●		
Cosmetology	●	N/A		
Dental Hygiene				
Massage Therapy				
Pharmacy Technician				
Teacher (Education)	●	●	●	

Legend	
●	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table WI3**

*Number of Education/Experience Documents or Other Documents*



Note: "Other documents" include documents such as a driver's license, marriage license, or military ID card. Dental Hygiene "other documents" also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table WI4 presents key elements of the application process. All of the examined boards in Wisconsin defined the application process and provided clear instructions.

**Table WI4**

*Wisconsin Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	4-6
Dental Hygiene	•	•	1-3
Massage Therapy	•	•	1-3
Pharmacy Technician	•	•	1-3
Teacher (Education)	•	•	4-6

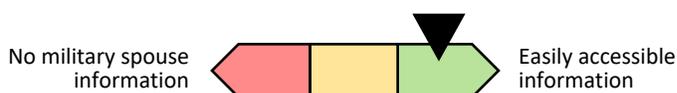
Legend	
•	The board meets the listed criteria
■	Data unknown or cannot access the information

**Information Accessibility**

Figure WI1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure WI1**

*State-Wide Website Information Accessibility*



## Wyoming

### Processing time

Table WY1 describes application processing times, portrays whether temporary or provisional licenses were granted, and lists if military spouse applications were expedited. Processing time information was available for four of the examined boards in Wyoming. Accounting, Cosmetology, and Pharmacy Technician boards met the DoD’s goal of granting a license within 30 days. Massage Therapists are not required to be licensed in Wyoming.

**Table WY1**  
*Wyoming Application Processing Times*

	Processing time	Temporary/ Provisional	Expedited for military spouses
Accounting	•		
Cosmetology	•		
Dental Hygiene			
Massage Therapy	License not required		
Pharmacy Technician	•	•	
Teacher (Education)	▲		

Legend	
•	Military spouses can work within 30 days
▲	License processing takes over 30 days
-	Variable processing time
✓	Board approves applications at board meetings
▶	Expedited for military spouses
★	Applicable if spouse has an employment offer
	Data unknown

Note: Temporary/Provisional column is marked when these licenses are issued by a board.

### Documentation requirements

Tables WY2 and WY3 display the documents that are needed by each board and should be viewed together to determine a board’s paperwork requirements. All of the Wyoming boards that were examined required proof that the applicant holds an occupational license in another state. The amount of documentation required by boards varies; for example, Teachers must submit eight documents, and Accountants are only required to submit three.

**Table WY2**  
*Wyoming Documentation Requirements*

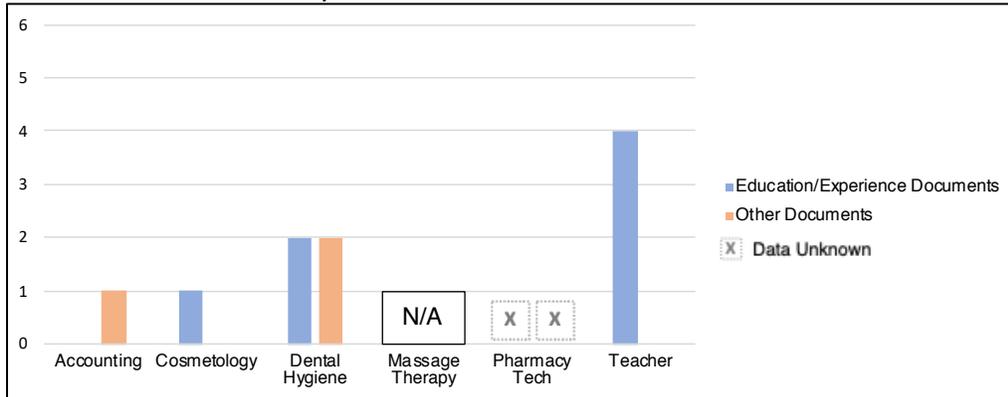
	Previous license	Background check	National exam results	State/Regio nal exam results
Accounting	•		•	
Cosmetology	•	N/A	•	•
Dental Hygiene	•		•	•
Massage Therapy	License not required			
Pharmacy Technician		•	•	
Teacher (Education)	•	•	•	•

Legend	
•	Documentation must be submitted with application
	Not required to be submitted
N/A	Not applicable
	Data unknown

Note: Cosmetology boards did not require applicants to submit background checks or clearance information, so these data were not collected.

**Table WY3**

*Number of Education/Experience Documents or Other Documents*



Note: “Other documents” include documents such as a driver’s license, marriage license, or military ID card. Dental Hygiene “other documents” also include medical-related documents, such as CPR certification, radiation safety training, or a malpractice insurance letter; thus, these numbers may be higher than in other occupations.

**Application Process**

Table WY4 presents key elements of the application process. All of the examined boards in Wyoming defined the application process and provided clear instructions.

**Table WY4**

*Wyoming Application Process*

	Process was defined	Instructions were clear	Number of steps to complete
Accounting	•	•	1-3
Cosmetology	•	•	4-6
Dental Hygiene	•	•	1-3
Massage Therapy	License not required		
Pharmacy Technician	•	•	
Teacher (Education)	•	•	more than 7

Legend	
•	The board meets the listed criteria
	Data unknown or cannot access the information

**Information Accessibility**

Figure WY1 illustrates how easily one can locate specific licensing information that pertained to military spouses on examined occupational board websites. See page 38 for information on how this result was determined.

**Figure WY1**

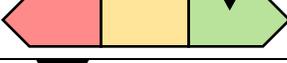
*State-Wide Website Information Accessibility*



## Appendix B: State Website Information Accessibility Scores

State	Information Accessibility Rating
Alabama	No military spouse information  Easily accessible information
Alaska	No military spouse information  Easily accessible information
Arizona	No military spouse information  Easily accessible information
Arkansas	No military spouse information  Easily accessible information
California	No military spouse information  Easily accessible information
Colorado	No military spouse information  Easily accessible information
Connecticut	No military spouse information  Easily accessible information
Delaware	No military spouse information  Easily accessible information
Florida	No military spouse information  Easily accessible information
Georgia	No military spouse information  Easily accessible information
Hawaii	No military spouse information  Easily accessible information
Idaho	No military spouse information  Easily accessible information
Illinois	No military spouse information  Easily accessible information
Indiana	No military spouse information  Easily accessible information
Iowa	No military spouse information  Easily accessible information
Kansas	No military spouse information  Easily accessible information

Kentucky	No military spouse information		Easily accessible information
Louisiana	No military spouse information		Easily accessible information
Maine	No military spouse information		Easily accessible information
Maryland	No military spouse information		Easily accessible information
Massachusetts	No military spouse information		Easily accessible information
Michigan	No military spouse information		Easily accessible information
Minnesota	No military spouse information		Easily accessible information
Mississippi	No military spouse information		Easily accessible information
Missouri	No military spouse information		Easily accessible information
Montana	No military spouse information		Easily accessible information
Nebraska	No military spouse information		Easily accessible information
Nevada	No military spouse information		Easily accessible information
New Hampshire	No military spouse information		Easily accessible information
New Jersey	No military spouse information		Easily accessible information
New Mexico	No military spouse information		Easily accessible information
New York	No military spouse information		Easily accessible information
North Carolina	No military spouse information		Easily accessible information

North Dakota	No military spouse information		Easily accessible information
Ohio	No military spouse information		Easily accessible information
Oklahoma	No military spouse information		Easily accessible information
Oregon	No military spouse information		Easily accessible information
Pennsylvania	No military spouse information		Easily accessible information
Rhode Island	No military spouse information		Easily accessible information
South Carolina	No military spouse information		Easily accessible information
South Dakota	No military spouse information		Easily accessible information
Tennessee	No military spouse information		Easily accessible information
Texas	No military spouse information		Easily accessible information
Utah	No military spouse information		Easily accessible information
Vermont	No military spouse information		Easily accessible information
Virginia	No military spouse information		Easily accessible information
Washington	No military spouse information		Easily accessible information
Washington D.C.	No military spouse information		Easily accessible information
West Virginia	No military spouse information		Easily accessible information
Wisconsin	No military spouse information		Easily accessible information



## Appendix C: Website Data Collection Survey

---

Start of Block: Board selection questions

Which State?

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland

- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- South Dakota

- Tennessee
  - Texas
  - Utah
  - Vermont
  - Virginia
  - Washington
  - Washington DC
  - West Virginia
  - Wisconsin
  - Wyoming
- 

Which licensing board?

Make this choice carefully, you can't go back if you make a mistake!

- Accountancy
- Cosmetology/Barber
- Dental Hygiene
- Massage Therapy
- Pharmacy Technician
- Teacher

End of Block: Board selection questions

---

Start of Block: MSLP questions Accountancy

Licensing Board Contacts

-----

Occupational licensing board name

\_\_\_\_\_

-----

Occupational licensing board website

\_\_\_\_\_

-----

Is a single point of contact (POC) for Military Spouses available for assistance through the process?

- Yes
- No - select no if you cannot locate a Military Spouse POC

-----

Board contact name and title (List Military Spouse POC if available. If not, list general contact person or board director). If no one is named, leave blank.

\_\_\_\_\_

-----

Contact phone number

\_\_\_\_\_

-----

Contact email address

\_\_\_\_\_



Licensing board website

---

Please rate the website on the following aspects:

	Yes	No
Is the phrase “Military Spouse” located on the menu of options or in other places on the website?	<input type="radio"/>	<input type="radio"/>
Is there information pertaining to military spouse applicants? If yes, paste link below:	<input type="radio"/>	<input type="radio"/>
Are Military Spouse specific license recognition, transfer or reciprocity options displayed on the website?	<input type="radio"/>	<input type="radio"/>
Is the application process defined? (plain language or a checklist to identify the steps)	<input type="radio"/>	<input type="radio"/>

---

The answers in this survey are based on a Military Spouse acquiring a license through this type of process:

- Reciprocity
  - License transfer
  - Full application
  - Process wasn't titled
  - Other \_\_\_\_\_
- 

Application

---

Is an application required for Military Spouses to acquire a license?

- Yes
- Available, but it's optional
- No
- Unknown

*Skip To: Q29 If Is an application required for Military Spouses to acquire a license? = No*

*Skip To: Q29 If Is an application required for Military Spouses to acquire a license? = Unknown*

How can the application be obtained? (select all that apply)

- Download from website
- Complete/submit online
- Request from the licensing board
- Must create an account to access application
- Other \_\_\_\_\_

General application questions

	Yes	No	Unknown or cannot locate or access information
Instructions were clear (directions are in plain language or use a checklist)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completing the application seems straightforward (able to see the full application to prepare needed material, form was accessible...)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

There are multiple requirements or steps to complete before submitting an application.

Steps may include, but are not limited to, applying for a background check, completing a license verification process, completing supporting forms, notarizing the application.

- Yes, 1-3 steps
- Yes, 4-6 steps
- Yes, more than 7 steps
- No, only an application is required
- Cannot access requirements or steps
- Other \_\_\_\_\_

Military Spouse related application questions

	Yes	No	Unknown or cannot locate or access information
There is a question about military spouse status on the application.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is a supplemental form for military spouses that accompanies the standard application.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

-----

The application has the following number of pages (including directions):

- 1
  - 2-3
  - 4-5
  - More than 5
  - Cannot access the application
-

How long do you think it would take to complete the application? Do not include time to gather requested information.

- Less than 15 minutes
  - 16-30 minutes
  - 31-59 minutes
  - 1-2 hours
  - More than 2 hours
  - Cannot access the application
- 

How can the application be submitted? (select all that apply)

- Submit online, log-in or account creation IS required
- Submit online, NO log-in or account creation is required
- Submit online, account creation is optional
- Send in the mail
- Submit via email
- Send via fax
- Application must be notarized prior to submission
- Other \_\_\_\_\_

Cost

---

Is there a cost for a Military Spouse to acquire a license in this state? (select all that apply)

This question relates to "application" type fees. There is a follow-on question pertaining to other types of fees, such as exam or background check fees.

- Yes, a transfer fee
- Yes, a fee for license reciprocity
- Yes, an application fee
- No, fees are waived for Military Spouses
- No, no applicants are charged a fee
- Other, please list \_\_\_\_\_

Are other fees assessed as part of the license transfer process? (select all that apply)  
Please list fees even if they are not charged by the state or license board, such as test

administration company fees.

No additional fees are charged

Exam fee. If fee is charged, enter amount below:

---

Background clearance/check or fingerprinting fee. If fee is charged, enter amount below: \_\_\_\_\_

Credential review fee. If fee is charged, enter amount below:

---

Other fee. Enter fee type and amount below:

---

-----

What is the total cost to acquire a license? (select all that apply)

Include all fees that an applicant is required to pay (application or transfer fees, exam fees, background check fees, etc.)

Please enter the fee amount even if it is waived for Military Spouses.

- No fee is charged to acquire a license
- \$1-50
- \$51-100
- \$101-150
- \$151-200
- \$201-300
- over \$300
- Must use a money order or cashier's check (no personal check or credit card)

---

Page Break

## Previous license

---

Is documentation of a previous license required to transfer a Military Spouse's license to the state?

- Yes
- No
- Unknown

*Skip To: Q39 If Is documentation of a previous license required to transfer a Military Spouse's license to the st... = No*

*Skip To: Q39 If Is documentation of a previous license required to transfer a Military Spouse's license to the st... = Unknown*

---

How do applicants provide proof of previous licensure? (select all that apply)

- Paper or electronic copy from applicant
- Verified through central website
- Interstate Exchange Form (sent from old to new state)
- Other documentation from previous state's board
- License information is entered on application, and no additional proof is needed
- Other \_\_\_\_\_
- 

Is there a specific or different process based on which state the applicant was previously licensed?

This may be listed as reciprocity on the website.

An example might be that California recognizes anyone licensed in Nevada. Those applicants might only need to provide a copy of their Nevada license and new California address.

Yes

No

*Skip To: Q52 If Is there a specific or different process based on which state the applicant was previously licens... = Yes*

*Skip To: Q14 If Is there a specific or different process based on which state the applicant was previously licens... = No*

Please provide more information about reciprocity, if it's located on the state board's website.  
(select all that apply)

Military Spouses with a current license from another state are granted reciprocity (permission) to practice in this state

There is reciprocity with 1 other state. Please list state below:

\_\_\_\_\_

There is reciprocity within a region

There is an interstate compact, if yes please explain

\_\_\_\_\_

Other, please explain \_\_\_\_\_

Page Break

Background clearance or check

---

Is proof of a background clearance or check required?

- Yes
- No
- Unknown

*Skip To: Q16 If Is proof of a background clearance or check required? = Yes*

*Skip To: Q23 If Is proof of a background clearance or check required? = No*

*Skip To: Q23 If Is proof of a background clearance or check required? = Unknown*

---

What type of background clearance or check is acceptable to this board? (select all that are listed on the website)

- FBI background check
  - State background check
  - Applicant must provide fingerprints
  - Other \_\_\_\_\_
-

How do applicants provide proof of background clearance or check? (select all that apply)

- Paper or electronic copy from applicant
- Electronic submission from granting agency
- Paper copy from granting agency
- Central repository electronic response
- This information is included on the application, and no additional proof is needed
- Unknown
- Other \_\_\_\_\_

---

Page Break

Education or experience related documents

---

Which education or experience related documents are required to be submitted? (select all that apply)

Submitted is defined as scanned, emailed, uploaded or mailed.

- None of these are required to be submitted by Military Spouse applicants
  - Diploma or program completion certificate
  - Transcript sent from school
  - Transcript sent from applicant
  - Work experience documentation form, letter or affidavit
  - Verification of supervised experience or hours of training as an apprentice/student
  - Endorsement or recommendation letter from previous employer
  - CV or resume
  - Documentation of Continuing Education hours
  - This information is included on the application, and no additional proof is needed
  - Unknown
  - Other \_\_\_\_\_
-

## Miscellaneous documentation requirements

---

Which documents are required to be submitted? (select all that apply)  
Submitted is defined as scanned, emailed, uploaded or mailed.

- None of these are required to be submitted by Military Spouse applicants
- Copy of Driver's license or non-driver ID card
- Copy of proof of citizenship (Passport, birth certificate, naturalization papers...)
- Copy of Marriage license
- Copy of Social Security card
- Copy of Spouse's military dependent ID card
- Copy of Military member's military ID card or other proof of Service
- Military member's commanding officer's signature on form
- Military member's Permanent Change of Station (PCS) orders
- Photo (hard copy)
- Photo (digital)
- Out of state reciprocity application or form
- Military Spouse fee waiver application or form
- Military Spouse supplemental form
- Unknown

Other \_\_\_\_\_

---

Professional examination results

---

Are national professional exam results required to practice in this state?

- Yes
- No
- Unknown

*Skip To: Q26 If Are national professional exam results required to practice in this state? = Yes*

*Skip To: Q55 If Are national professional exam results required to practice in this state? = No*

*Skip To: Q55 If Are national professional exam results required to practice in this state? = Unknown*

---

How do applicants provide professional exam results?

- Paper or electronic copy from applicant
  - Certified copy of results mailed from central clearinghouse or previous state
  - Central clearinghouse provides an electronic response
  - New state provides a form
  - This information is included on the application, and no additional proof is needed
  - Documentation type not specified
  - Unknown
  - Other \_\_\_\_\_
- 

Is a state or regional exam required to practice in this state?

- Yes
- No
- Unknown

*Skip To: Q57 If Is a state or regional exam required to practice in this state? = Yes*

*Skip To: Q33 If Is a state or regional exam required to practice in this state? = No*

*Skip To: Q33 If Is a state or regional exam required to practice in this state? = Unknown*

---

How do applicants provide state or regional exam results?

- Paper or electronic copy from applicant
- Certified copy of exam results sent from test administrator
- This information is included on the application, and no additional proof is needed
- Documentation type not specified
- Unknown
- Other \_\_\_\_\_

---

Page Break

Processing information

---

Are Military Spouse license processing options based on the Service member's status? If so, who can benefit? (Select all that apply)

- No Military Spouse specific option is indicated
  - Preference is given, but Service member's status is not specified
  - Active Duty
  - National Guard
  - Reserves
  - Retired
  - Veteran
-

How long is the stated application processing time for Military Spouses? (select all that apply)  
Processing time should include the time from sending or submitting the application until receiving a license (applicant is able to begin work).

- 1-14 days or 1-2 weeks
- 15-30 days or 3-4 weeks
- 31-45 days or 5-6 weeks
- 46-60 days or 7-8 weeks
- Greater than 61 days or 9 weeks or longer
- Processing time is not listed
- Process is expedited for Military Spouses, but length of time isn't indicated.
- Process is expedited for Military Spouses. Details are listed below:  

---
- Other processing information:  

---

-----

Are applicants granted a temporary or provisional license during processing?

- Yes
  - No
  - Unknown
-

How is the decision communicated? (select all that apply)

- Notification sent via email
- Notification given via phone call
- Notification sent in the mail
- Unknown

---

Page Break

How long did it take to locate all of the needed information on the website? Think about the website's complexity and ease of navigation.

- Less than 5 minutes to locate needed information
  - Between 6-10 minutes to locate needed information
  - Between 11-15 minutes to locate needed information
  - Between 16-20 minutes to locate needed information
  - More than 21 minutes to locate needed information
  - Could not find the majority of needed information
- 

Have Clearinghouse staff look at this website

- Yes, the Military Spouse process, website, directions or application were above average and might be a "best practice"
- Yes, I had problems. You will be directed to more options in the next question.
- No

*Skip To: Q162 If Have Clearinghouse staff look at this website = Yes, I had problems. You will be directed to more options in the next question.*

*Skip To: Q162 If Have Clearinghouse staff look at this website = Yes, the Military Spouse process, website, directions or application were above average and might be a "best practice"*

*Skip To: Q32 If Have Clearinghouse staff look at this website = No*

---

Have Clearinghouse staff look at the following survey sections. (select all that apply)

Make a selection if you were not able to locate the needed information, the information on the website didn't match the survey options/responses or you want a second opinion on how to classify the data.

Also mark a section if you want to highlight a particular section that could be a "best practice."

- Licensing board website
- Application
- Cost
- Previous license
- Background check or clearance
- Education requirements
- Misc documentation requirements
- National or state examination requirements
- Processing information
- Other, please explain \_\_\_\_\_



Who entered this information

- Amy
- C.C.
- Brittany
- Jillian
- Jessie
- Kelly
- Kristi
- Lora
- Meg
- Michael
- Mindi
- Molly
- Tina
- Yuly
- Other \_\_\_\_\_
- Reliability check

End of Block: MSLP questions Accountancy

---

Licensing Board Contacts

-----

Occupational licensing board name

\_\_\_\_\_

-----

Occupational licensing board website

\_\_\_\_\_

-----

Is a single point of contact (POC) for Military Spouses available for assistance through the process?

- Yes
- No - select no if you cannot locate a Military Spouse POC

-----

Board contact name and title (List Military Spouse POC if available. If not, list general contact person or board director). If no one is named, leave blank.

\_\_\_\_\_

-----

Contact phone number

\_\_\_\_\_

-----

Contact email address

---

---

Page Break

---

Licensing board website

---

Please rate the website on the following aspects:

	Yes	No
Is the phrase "Military Spouse" located on the menu of options or in other places on the website?	<input type="radio"/>	<input type="radio"/>
Is there information pertaining to military spouse applicants? If yes, paste link below:	<input type="radio"/>	<input type="radio"/>
Are Military Spouse specific license recognition, transfer or reciprocity options displayed on the website?	<input type="radio"/>	<input type="radio"/>
Is the application process defined? (plain language or a checklist to identify the steps)	<input type="radio"/>	<input type="radio"/>

---

The answers in this survey are based on a Military Spouse acquiring a license through this type of process:

- Reciprocity
  - License transfer
  - Full application
  - Process wasn't titled
  - Other \_\_\_\_\_
- 

Application

---

Is an application required for Military Spouses to acquire a license?

- Yes
- Available, but it's optional
- No
- Unknown

*Skip To: Q300 If Is an application required for Military Spouses to acquire a license? = No*

*Skip To: Q300 If Is an application required for Military Spouses to acquire a license? = Unknown*

How can the application be obtained? (select all that apply)

- Download from website
- Complete/submit online
- Request from the licensing board
- Must create an account to access application
- Other \_\_\_\_\_

General application questions

	Yes	No	Unknown or cannot locate or access information
Instructions were clear (directions are in plain language or use a checklist)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completing the application seems straightforward (able to see the full application to prepare needed material, form was accessible...)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

There are multiple requirements or steps to complete before submitting an application.

Steps may include, but are not limited to, applying for a background check, completing a license verification process, completing supporting forms, notarizing the application.

- Yes, 1-3 steps
- Yes, 4-6 steps
- Yes, more than 7 steps
- No, only an application is required
- Cannot access requirements or steps
- Other \_\_\_\_\_

Military Spouse related application questions

	Yes	No	Unknown or cannot locate or access information
There is a question about military spouse status on the application.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is a supplemental form for military spouses that accompanies the standard application.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

-----

The application has the following number of pages (including directions):

- 1
  - 2-3
  - 4-5
  - More than 5
  - Cannot access the application
-

How long do you think it would take to complete the application? Do not include time to gather requested information.

- Less than 15 minutes
  - 16-30 minutes
  - 31-59 minutes
  - 1-2 hours
  - More than 2 hours
  - Cannot access the application
- 

How can the application be submitted? (select all that apply)

- Submit online, log-in or account creation IS required
  - Submit online, NO log-in or account creation is required
  - Submit online, account creation is optional
  - Send in the mail
  - Submit via email
  - Send via fax
  - Application must be notarized prior to submission
  - Other \_\_\_\_\_
- 

Page Break

Cost

---

Is there a cost for a Military Spouse to acquire a license in this state? (select all that apply)

This question relates to "application" type fees. There is a follow-on question pertaining to other types of fees, such as exam or background check fees.

- Yes, a transfer fee
  - Yes, a fee for license reciprocity
  - Yes, an application fee
  - No, fees are waived for Military Spouses
  - No, no applicants are charged a fee
  - Other, please list \_\_\_\_\_
- 

Are other fees assessed as part of the license transfer process? (select all that apply)  
Please list fees even if they are not charged by the state or license board, such as test

administration company fees.

No additional fees are charged

Exam fee. If fee is charged, enter amount below:

---

Background clearance/check or fingerprinting fee. If fee is charged, enter amount below: \_\_\_\_\_

Credential review fee. If fee is charged, enter amount below:

---

Other fee. Enter fee type and amount below:

---

-----

What is the total cost to acquire a license? (select all that apply)

Include all fees that an applicant is required to pay (application or transfer fees, exam fees, background check fees, etc.)

Please enter the fee amount even if it is waived for Military Spouses.

- No fee is charged to acquire a license
- \$1-50
- \$51-100
- \$101-150
- \$151-200
- \$201-300
- over \$300
- Must use a money order or cashier's check (no personal check or credit card)

---

Page Break

Previous license

---

Is documentation of a previous license required to transfer a Military Spouse's license to the state?

- Yes
- No
- Unknown

*Skip To: Q307 If Is documentation of a previous license required to transfer a Military Spouse's license to the st... = No*

*Skip To: Q307 If Is documentation of a previous license required to transfer a Military Spouse's license to the st... = Unknown*

---

How do applicants provide proof of previous licensure? (select all that apply)

- Paper or electronic copy from applicant
  - Verified through central website
  - Interstate Exchange Form (sent from old to new state)
  - Other documentation from previous state's board
  - License information is entered on application, and no additional proof is needed
  - Other \_\_\_\_\_
- 

Is there a specific or different process based on which state the applicant was previously licensed?

This may be listed as reciprocity on the website.

An example might be that California recognizes anyone licensed in Nevada. Those applicants might only need to provide a copy of their Nevada license and new California address.

- Yes
- No

*Skip To: Q308 If Is there a specific or different process based on which state the applicant was previously licens... = Yes*

*Skip To: Q313 If Is there a specific or different process based on which state the applicant was previously licens... = No*

---

Please provide more information about reciprocity, if it's located on the state board's website.  
(select all that apply)

- Military Spouses with a current license from another state are granted reciprocity (permission) to practice in this state
  - There is reciprocity with 1 other state. Please list state below:  
\_\_\_\_\_
  - There is reciprocity within a region
  - There is an interstate compact, if yes please explain  
\_\_\_\_\_
  - Other, please explain \_\_\_\_\_
- 

Page Break

---

Education or experience related documents

---

Which education or experience related documents are required to be submitted? (select all that apply)

Submitted is defined as scanned, emailed, uploaded or mailed.

- None of these are required to be submitted by Military Spouse applicants
  - Diploma or program completion certificate
  - Transcript sent from school
  - Transcript sent from applicant
  - Work experience documentation form, letter or affidavit
  - Verification of supervised experience or hours of training as an apprentice/student
  - Endorsement or recommendation letter from previous employer
  - CV or resume
  - Documentation of Continuing Education hours
  - This information is included on the application, and no additional proof is needed
  - Unknown
  - Other \_\_\_\_\_
-

## Miscellaneous documentation requirements

---

Which documents are required to be submitted? (select all that apply)  
Submitted is defined as scanned, emailed, uploaded or mailed.

- None of these are required to be submitted by Military Spouse applicants
- Copy of Driver's license or non-driver ID card
- Copy of proof of citizenship (Passport, birth certificate, naturalization papers...)
- Copy of Marriage license
- Copy of Social Security card
- Copy of Spouse's military dependent ID card
- Copy of Military member's military ID card or other proof of Service
- Military member's commanding officer's signature on form
- Military member's Permanent Change of Station (PCS) orders
- Photo (hard copy)
- Photo (digital)
- Out of state reciprocity application or form
- Military Spouse fee waiver application or form
- Military Spouse supplemental form
- Unknown

Other \_\_\_\_\_

---

Professional examination results

---

Are national professional exam results required to practice in this state? This may be listed as a written or practical exam.

- Yes
- No
- Unknown

*Skip To: Q319 If Are national professional exam results required to practice in this state? This may be listed as... = Yes*

*Skip To: Q320 If Are national professional exam results required to practice in this state? This may be listed as... = No*

*Skip To: Q320 If Are national professional exam results required to practice in this state? This may be listed as... = Unknown*

---

How do applicants provide professional exam results?

- Paper or electronic copy from applicant
- Certified copy of results mailed from central clearinghouse or previous state
- Central clearinghouse provides an electronic response
- New state provides a form
- This information is included on the application, and no additional proof is needed
- Documentation type not specified
- Unknown
- Other \_\_\_\_\_

---

Is a state or regional exam required to practice in this state? This may be listed as a written or practical exam.

- Yes
- No
- Unknown

*Skip To: Q321 If Is a state or regional exam required to practice in this state? This may be listed as a written o... = Yes*

*Skip To: Q322 If Is a state or regional exam required to practice in this state? This may be listed as a written o... = No*

*Skip To: Q322 If Is a state or regional exam required to practice in this state? This may be listed as a written o... = Unknown*

---

How do applicants provide state or regional exam results?

- Paper or electronic copy from applicant
- Certified copy of exam results sent from test administrator
- This information is included on the application, and no additional proof is needed
- Documentation type not specified
- Unknown
- Other \_\_\_\_\_

---

Page Break

Processing information

---

Are Military Spouse license processing options based on the Service member's status? If so, who can benefit? (Select all that apply)

- No Military Spouse specific option is indicated
  - Preference is given, but Service member's status is not specified
  - Active Duty
  - National Guard
  - Reserves
  - Retired
  - Veteran
-

How long is the stated application processing time for Military Spouses? (select all that apply)  
Processing time should include the time from sending or submitting the application until receiving a license (applicant is able to begin work).

- 1-14 days or 1-2 weeks
- 15-30 days or 3-4 weeks
- 31-45 days or 5-6 weeks
- 46-60 days or 7-8 weeks
- Greater than 61 days or 9 weeks or longer
- Processing time is not listed
- Process is expedited for Military Spouses, but length of time isn't indicated.
- Process is expedited for Military Spouses. Details are listed below:  

---
- Other processing information:  

---

-----

Are applicants granted a temporary or provisional license during processing?

- Yes
  - No
  - Unknown
-

How is the decision communicated? (select all that apply)

- Notification sent via email
- Notification given via phone call
- Notification sent in the mail
- Unknown

---

Page Break

How long did it take to locate all of the needed information on the website? Think about the website's complexity and ease of navigation.

- Less than 5 minutes to locate needed information
- Between 6-10 minutes to locate needed information
- Between 11-15 minutes to locate needed information
- Between 16-20 minutes to locate needed information
- More than 21 minutes to locate needed information
- Could not find the majority of needed information

---

Have Clearinghouse staff look at this website

- Yes, the Military Spouse process, website, directions or application were above average and might be a "best practice"
- Yes, I had problems. You will be directed to more options in the next question.
- No

*Skip To: Q329 If Have Clearinghouse staff look at this website = Yes, I had problems. You will be directed to more options in the next question.*

*Skip To: Q329 If Have Clearinghouse staff look at this website = Yes, the Military Spouse process, website, directions or application were above average and might be a "best practice"*

*Skip To: Q214 If Have Clearinghouse staff look at this website = No*

---

Have Clearinghouse staff look at the following survey sections. (select all that apply)

Make a selection if you were not able to locate the needed information, the information on the website didn't match the survey options/responses or you want a second opinion on how to classify the data.

Also mark a section if you want to highlight a particular section that could be a "best practice."

- Licensing board website
- Application
- Cost
- Previous license
- Background check or clearance
- Education requirements
- Misc documentation requirements
- National or state examination requirements
- Processing information
- Other, please explain \_\_\_\_\_



Who entered this information

- Amy
- C.C.
- Brett
- Brittany
- Jillian
- Jessie
- Kelly
- Kristi
- Lora
- Meg
- Michael
- Mindi
- Molly
- Tina
- Yuly
- Other \_\_\_\_\_
- Reliability check

End of Block: MSLP Cosmetology/Barber

---

Licensing Board Contacts

-----

Occupational licensing board name

\_\_\_\_\_

-----

Occupational licensing board website

\_\_\_\_\_

-----

Is a single point of contact (POC) for Military Spouses available for assistance through the process?

- Yes
- No - select no if you cannot locate a Military Spouse POC

-----

Board contact name and title (List Military Spouse POC if available. If not, list general contact person or board director). If no one is named, leave blank.

\_\_\_\_\_

-----

Contact phone number

\_\_\_\_\_

-----

Contact email address

\_\_\_\_\_

-----  
Page Break

---

Licensing board website

---

Please rate the website on the following aspects:

	Yes	No
Is the phrase “Military Spouse” located on the menu of options or in other places on the website?	<input type="radio"/>	<input type="radio"/>
Is there information pertaining to Military Spouse applicants? If yes, paste link below:	<input type="radio"/>	<input type="radio"/>
Are Military Spouse specific license recognition, transfer or reciprocity options displayed on the website?	<input type="radio"/>	<input type="radio"/>
Is the application process defined? (plain language or a checklist to identify the steps)	<input type="radio"/>	<input type="radio"/>

---

The answers in this survey are based on a Military Spouse acquiring a license through this type of process:

- Reciprocity
  - License transfer
  - Full application
  - Process wasn't titled
  - Other \_\_\_\_\_
- 

Application

---

Is an application required for Military Spouses to acquire a license?

- Yes
- Available, but it's optional
- No
- Unknown

*Skip To: Q353 If Is an application required for Military Spouses to acquire a license? = No*

*Skip To: Q353 If Is an application required for Military Spouses to acquire a license? = Unknown*

How can the application be obtained? (select all that apply)

- Download from website
- Complete/submit online
- Request from the licensing board
- Must create an account to access application
- Other \_\_\_\_\_

General application questions

	Yes	No	Unknown or cannot locate or access information
Instructions were clear (directions are in plain language or use a checklist)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completing the application seems straightforward (able to see the full application to prepare needed material, form was accessible...)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

There are multiple requirements or steps to complete before submitting an application.

Steps may include, but are not limited to, applying for a background check, completing a license verification process, completing supporting forms, notarizing the application.

- Yes, 1-3 steps
- Yes, 4-6 steps
- Yes, more than 7 steps
- No, only an application is required
- Cannot access requirements or steps
- Other \_\_\_\_\_

Military Spouse related application questions

	Yes	No	Unknown or cannot locate or access information
There is a question about Military Spouse status on the application.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is a supplemental form for Military Spouses that accompanies the standard application.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

---

The application has the following number of pages (including directions):

- 1
  - 2-3
  - 4-5
  - More than 5
  - Cannot access the application
-

How long do you think it would take to complete the application? Do not include time to gather requested information.

- Less than 15 minutes
  - 16-30 minutes
  - 31-59 minutes
  - 1-2 hours
  - More than 2 hours
  - Cannot access the application
- 

How can the application be submitted? (select all that apply)

- Submit online, log-in or account creation IS required
  - Submit online, NO log-in or account creation is required
  - Submit online, account creation is optional
  - Send in the mail
  - Submit via email
  - Send via fax
  - Application must be notarized prior to submission
  - Other \_\_\_\_\_
- 

Page Break

---

Cost

---

Is there a cost for a Military Spouse to acquire a license in this state? (select all that apply)

This question relates to "application" type fees. There is a follow-on question pertaining to other types of fees, such as exam or background check fees.

- Yes, a transfer fee
  - Yes, a fee for license reciprocity
  - Yes, an application fee
  - No, fees are waived for Military Spouses
  - No, no applicants are charged a fee
  - Other, please list \_\_\_\_\_
- 

Are other fees assessed as part of the license transfer process? (select all that apply)  
Please list fees even if they are not charged by the state or license board, such as test

administration company fees.

No additional fees are charged

Exam fee. If fee is charged, enter amount below:

---

Background clearance/check or fingerprinting fee. If fee is charged, enter amount below: \_\_\_\_\_

Credential review fee. If fee is charged, enter amount below:

---

Other fee. Enter fee type and amount below:

---

-----

What is the total cost to acquire a license? (select all that apply)

Include all fees that an applicant is required to pay (application or transfer fees, exam fees, background check fees, etc.)

Please enter the fee amount even if it is waived for Military Spouses.

- No fee is charged to acquire a license
- \$1-50
- \$51-100
- \$101-150
- \$151-200
- \$201-300
- over \$300
- Must use a money order or cashier's check (no personal check or credit card)

---

Page Break

Previous license

---

Is documentation of a previous license required to transfer a Military Spouse's license to the state?

This may be a question on the application or the applicant may have to take additional steps to provide proof of licensure.

- Yes
- No
- Unknown

*Skip To: Q360 If Is documentation of a previous license required to transfer a Military Spouse's license to the st... = No*

*Skip To: Q360 If Is documentation of a previous license required to transfer a Military Spouse's license to the st... = Unknown*

---

How do applicants provide proof of previous licensure? (select all that apply)

- Paper or electronic copy from applicant
  - Verified through central website
  - Interstate Exchange Form (sent from old to new state)
  - Other documentation from previous state's board
  - License information is entered on application, and no additional proof is needed
  - Other \_\_\_\_\_
-

Is there a specific or different process based on which state the applicant was previously licensed?

This may be listed as reciprocity on the website.

An example might be that California recognizes anyone licensed in Nevada. Those applicants might only need to provide a copy of their Nevada license and new California address.

Yes

No

*Skip To: Q361 If Is there a specific or different process based on which state the applicant was previously licens... = Yes*

*Skip To: Q362 If Is there a specific or different process based on which state the applicant was previously licens... = No*

Please provide more information about reciprocity, if it's located on the state board's website.  
(select all that apply)

Military Spouses with a current license from another state are granted reciprocity (permission) to practice in this state

There is reciprocity with 1 other state. Please list state below:

\_\_\_\_\_

There is reciprocity within a region

There is an interstate compact, if yes please explain

\_\_\_\_\_

Other, please explain \_\_\_\_\_

Page Break \_\_\_\_\_

Background clearance or check

---

Is proof of a background clearance or check required?

- Yes
- No
- Unknown

*Skip To: Q366 If Is proof of a background clearance or check required? = No*

*Skip To: Q364 If Is proof of a background clearance or check required? = Yes*

*Skip To: Q366 If Is proof of a background clearance or check required? = Unknown*

---

What type of background clearance or check is acceptable to this board? (select all that are listed on the website)

- FBI background check
  - State background check
  - Applicant must provide fingerprints
  - Other \_\_\_\_\_
-

How do applicants provide proof of background clearance or check? (select all that apply)

- Paper or electronic copy from applicant
- Electronic submission from granting agency
- Paper copy from granting agency
- Central repository electronic response
- This information is included on the application, and no additional proof is needed
- Unknown
- Other \_\_\_\_\_

---

Page Break

Education or experience related documents

---

Which education or experience related documents are required to be submitted? (select all that apply)

Submitted is defined as scanned, emailed, uploaded or mailed.

- None of these are required to be submitted by Military Spouse applicants
  - Diploma or program completion certificate
  - Transcript sent from school
  - Transcript sent from applicant
  - Work experience documentation form, letter or affidavit
  - Verification of supervised experience or hours of training as an apprentice/student
  - Endorsement or recommendation letter from previous employer
  - CV or resume
  - Documentation of Continuing Education hours
  - This information is included on the application, and no additional proof is needed
  - Unknown
  - Other \_\_\_\_\_
-

Medical related documents

---

Which documents are required to be submitted? (select all that apply)  
Submitted is defined as scanned, emailed, uploaded or mailed.

- CPR certificate
  - Infectious disease training certificate
  - Proof of Hepatitis B series or titter
  - Radiation safety course certificate
  - Malpractice insurance proof or letter saying not covered
  - Other \_\_\_\_\_
- 

Miscellaneous documentation requirements

---

Which documents are required to be submitted? (select all that apply)  
Submitted is defined as scanned, emailed, uploaded or mailed.

- None of these are required to be submitted by Military Spouse applicants
- Copy of Driver's license or non-driver ID card
- Copy of proof of citizenship (Passport, birth certificate, naturalization papers...)
- Copy of Marriage license
- Copy of Social Security card
- Copy of Spouse's military dependent ID card
- Copy of Military member's military ID card or other proof of Service
- Military member's commanding officer's signature on form
- Military member's Permanent Change of Station (PCS) orders
- Photo (hard copy)
- Photo (digital)
- Out of state reciprocity application or form
- Military Spouse fee waiver application or form
- Military Spouse supplemental form
- Unknown

Other \_\_\_\_\_

-----  
Professional examination results  
-----

Are national professional exam results required to practice in this state?

- Yes
- No
- Unknown

*Skip To: Q372 If Are national professional exam results required to practice in this state? = Yes*

*Skip To: Q373 If Are national professional exam results required to practice in this state? = No*

*Skip To: Q373 If Are national professional exam results required to practice in this state? = Unknown*  
-----

How do applicants provide professional exam results?

- Paper or electronic copy from applicant
- Certified copy of results mailed from central clearinghouse or previous state
- Central clearinghouse provides an electronic response
- New state provides a form
- This information is included on the application, and no additional proof is needed
- Documentation type not specified
- Unknown
- Other \_\_\_\_\_

---

Is a state or regional exam required to practice in this state?

- Yes
- No
- Unknown

*Skip To: Q374 If Is a state or regional exam required to practice in this state? = Yes*

*Skip To: Q375 If Is a state or regional exam required to practice in this state? = No*

*Skip To: Q375 If Is a state or regional exam required to practice in this state? = Unknown*

---

How do applicants provide state or regional exam results?

- Paper or electronic copy from applicant
- Certified copy of exam results sent from test administrator
- This information is included on the application, and no additional proof is needed
- Documentation type not specified
- Unknown
- Other \_\_\_\_\_

---

Page Break

Processing information

---

Are Military Spouse license processing options based on the Service member's status? If so, who can benefit? (Select all that apply)

- No Military Spouse specific option is indicated
  - Preference is given, but Service member's status is not specified
  - Active Duty
  - National Guard
  - Reserves
  - Retired
  - Veteran
-

How long is the stated application processing time for Military Spouses? (select all that apply)  
Processing time should include the time from sending or submitting the application until receiving a license (applicant is able to begin work).

- 1-14 days or 1-2 weeks
- 15-30 days or 3-4 weeks
- 31-45 days or 5-6 weeks
- 46-60 days or 7-8 weeks
- Greater than 61 days or 9 weeks or longer
- Processing time is not listed
- Process is expedited for Military Spouses, but length of time isn't indicated.
- Process is expedited for Military Spouses. Details are listed below:  

---
- Other processing information:  

---

-----

Are applicants granted a temporary or provisional license during processing?

- Yes
  - No
  - Unknown
-

How is the decision communicated? (select all that apply)

- Notification sent via email
- Notification given via phone call
- Notification sent in the mail
- Unknown

---

Page Break

How long did it take to locate all of the needed information on the website? Think about the website's complexity and ease of navigation.

- Less than 5 minutes to locate needed information
  - Between 6-10 minutes to locate needed information
  - Between 11-15 minutes to locate needed information
  - Between 16-20 minutes to locate needed information
  - More than 21 minutes to locate needed information
  - Could not find the majority of needed information
- 

Have Clearinghouse staff look at this website

- Yes, the Military Spouse process, website, directions or application were above average and might be a "best practice"
- Yes, I had problems. You will be directed to more options in the next question.
- No
- Other comments: \_\_\_\_\_

*Skip To: Q382 If Have Clearinghouse staff look at this website = Yes, I had problems. You will be directed to more options in the next question.*

*Skip To: Q382 If Have Clearinghouse staff look at this website = Yes, the Military Spouse process, website, directions or application were above average and might be a "best practice"*

*Skip To: Q383 If Have Clearinghouse staff look at this website = No*

---

Have Clearinghouse staff look at the following survey sections. (select all that apply)

Make a selection if you were not able to locate the needed information, the information on the website didn't match the survey options/responses or you want a second opinion on how to classify the data.

Also mark a section if you want to highlight a particular section that could be a "best practice."

- Licensing board website
- Application
- Cost
- Previous license
- Background check or clearance
- Education requirements
- Misc documentation requirements
- National or state examination requirements
- Processing information
- Other, please explain \_\_\_\_\_



Who entered this information

- Amy
- C.C.
- Brett
- Brittany
- Jillian
- Jessie
- Kelly
- Kristi
- Lora
- Meg
- Michael
- Mindi
- Molly
- Tina
- Yuly
- Other \_\_\_\_\_
- Reliability check

End of Block: MSLP Dental Hygiene

---

## Licensing Board Contacts

---

Occupational licensing board name

---

Occupational licensing board website

---

Is a single point of contact (POC) for Military Spouses available for assistance through the process?

- Yes
- No - select no if you cannot locate a Military Spouse POC
- 

Board contact name and title (List Military Spouse POC if available. If not, list general contact person or board director). If no one is named, leave blank.

---

Contact phone number

---

Contact email address

---

-----  
Page Break

---

Licensing board website

---

Please rate the website on the following aspects:

	Yes	No
Is the phrase “Military Spouse” located on the menu of options or in other places on the website?	<input type="radio"/>	<input type="radio"/>
Is there information pertaining to Military Spouse applicants? If yes, paste link below:	<input type="radio"/>	<input type="radio"/>
Are Military Spouse specific license recognition, transfer or reciprocity options displayed on the website?	<input type="radio"/>	<input type="radio"/>
Is the application process defined? (plain language or a checklist to identify the steps)	<input type="radio"/>	<input type="radio"/>

---

The answers in this survey are based on a Military Spouse acquiring a license through this type of process:

- Reciprocity
  - License transfer
  - Full application
  - Process wasn't titled
  - Other \_\_\_\_\_
- 

Application

---

Is an application required for Military Spouses to acquire a license?

- Yes
- Available, but it's optional
- No
- Unknown

*Skip To: Q405 If Is an application required for Military Spouses to acquire a license? = No*

*Skip To: Q405 If Is an application required for Military Spouses to acquire a license? = Unknown*

How can the application be obtained? (select all that apply)

- Download from website
- Complete/submit online
- Request from the licensing board
- Must create an account to access application
- Other \_\_\_\_\_

General application questions

	Yes	No	Unknown or cannot locate or access information
Instructions were clear (directions are in plain language or use a checklist)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completing the application seems straightforward (able to see the full application to prepare needed material, form was accessible...)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

There are multiple requirements or steps to complete before submitting an application.

Steps may include, but are not limited to, applying for a background check, completing a license verification process, completing supporting forms, notarizing the application.

- Yes, 1-3 steps
- Yes, 4-6 steps
- Yes, more than 7 steps
- No, only an application is required
- Cannot access requirements or steps
- Other \_\_\_\_\_

Military Spouse related application questions

	Yes	No	Unknown or cannot locate or access information
There is a question about Military Spouse status on the application.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is a supplemental form for Military Spouses that accompanies the standard application.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

-----

The application has the following number of pages (including directions):

- 1
  - 2-3
  - 4-5
  - More than 5
  - Cannot access the application
-

How long do you think it would take to complete the application? Do not include time to gather requested information.

- Less than 15 minutes
  - 16-30 minutes
  - 31-59 minutes
  - 1-2 hours
  - More than 2 hours
  - Cannot access the application
- 

How can the application be submitted? (select all that apply)

- Submit online, log-in or account creation IS required
  - Submit online, NO log-in or account creation is required
  - Submit online, account creation is optional
  - Send in the mail
  - Submit via email
  - Send via fax
  - Application must be notarized prior to submission
  - Other \_\_\_\_\_
- 

Page Break

Cost

---

Is there a cost for a Military Spouse to acquire a license in this state? (select all that apply)

This question relates to "application" type fees. There is a follow-on question pertaining to other types of fees, such as exam or background check fees.

- Yes, a transfer fee
  - Yes, a fee for license reciprocity
  - Yes, an application fee
  - No, fees are waived for Military Spouses
  - No, no applicants are charged a fee
  - Other, please list \_\_\_\_\_
- 

Are other fees assessed as part of the license transfer process? (select all that apply)  
Please list fees even if they are not charged by the state or license board, such as test

administration company fees.

No additional fees are charged

Exam fee. If fee is charged, enter amount below:

---

Background clearance/check or fingerprinting fee. If fee is charged, enter amount below: \_\_\_\_\_

Credential review fee. If fee is charged, enter amount below:

---

Other fee. Enter fee type and amount below:

---

-----

What is the total cost to acquire a license? (select all that apply)

Include all fees that an applicant is required to pay (application or transfer fees, exam fees, background check fees, etc.)

Please enter the fee amount even if it is waived for Military Spouses.

- No fee is charged to acquire a license
- \$1-50
- \$51-100
- \$101-150
- \$151-200
- \$201-300
- over \$300
- Must use a money order or cashier's check (no personal check or credit card)

---

Page Break

Previous license

---

Is documentation of a previous license required to transfer a Military Spouse's license to the state?

This may be a question on the application or the applicant may have to take additional steps to provide proof of licensure.

- Yes
- No
- Unknown

*Skip To: Q412 If Is documentation of a previous license required to transfer a Military Spouse's license to the st... = No*

*Skip To: Q412 If Is documentation of a previous license required to transfer a Military Spouse's license to the st... = Unknown*

---

How do applicants provide proof of previous licensure? (select all that apply)

- Paper or electronic copy from applicant
  - Verified through central website
  - Interstate Exchange Form (sent from old to new state)
  - Other documentation from previous state's board
  - License information is entered on application, and no additional proof is needed
  - Other \_\_\_\_\_
-

Is there a specific or different process based on which state the applicant was previously licensed?

This may be listed as reciprocity on the website.

An example might be that California recognizes anyone licensed in Nevada. Those applicants might only need to provide a copy of their Nevada license and new California address.

Yes

No

*Skip To: Q413 If Is there a specific or different process based on which state the applicant was previously licens... = Yes*

*Skip To: Q414 If Is there a specific or different process based on which state the applicant was previously licens... = No*

Please provide more information about reciprocity, if it's located on the state board's website.  
(select all that apply)

Military Spouses with a current license from another state are granted reciprocity (permission) to teach in this state

There is reciprocity with 1 other state. Please list state below:

\_\_\_\_\_

There is reciprocity within a region

There is an interstate compact, if yes please explain

\_\_\_\_\_

Other, please explain \_\_\_\_\_

Page Break \_\_\_\_\_

Background clearance or check

---

Is proof of a background clearance or check required?

- Yes
- No
- Unknown

*Skip To: Q418 If Is proof of a background clearance or check required? = No*

*Skip To: Q416 If Is proof of a background clearance or check required? = Yes*

*Skip To: Q418 If Is proof of a background clearance or check required? = Unknown*

---

What type of background clearance or check is acceptable to this board? (select all that are listed on the website)

- FBI background check
  - State background check
  - Applicant must provide fingerprints
  - Other \_\_\_\_\_
-

How do applicants provide proof of background clearance or check? (select all that apply)

- Paper or electronic copy from applicant
- Electronic submission from granting agency
- Paper copy from granting agency
- Central repository electronic response
- This information is included on the application, and no additional proof is needed
- Unknown
- Other \_\_\_\_\_

---

Page Break

Education or experience related documents

---

Which education or experience related documents are required to be submitted? (select all that apply)

Submitted is defined as scanned, emailed, uploaded or mailed.

- None of these are required to be submitted by Military Spouse applicants
  - Diploma or program completion certificate
  - Transcript sent from school
  - Transcript sent from applicant
  - Work experience documentation form, letter or affidavit
  - Endorsement or recommendation letter from previous employer
  - CV or resume
  - Documentation of Continuing Education hours
  - This information is included on the application, and no additional proof is needed
  - Unknown
  - Other \_\_\_\_\_
- 

Miscellaneous documentation requirements



Which documents are required to be submitted? (select all that apply)  
Submitted is defined as scanned, emailed, uploaded or mailed.

- None of these are required to be submitted by Military Spouse applicants
- Copy of Driver's license or non-driver ID card
- Copy of proof of citizenship (Passport, birth certificate, naturalization papers...)
- Copy of Marriage license
- Copy of Social Security card
- Copy of Spouse's military dependent ID card
- Copy of Military member's military ID card or other proof of Service
- Military member's commanding officer's signature on form
- Military member's Permanent Change of Station (PCS) orders
- Photo (hard copy)
- Photo (digital)
- Out of state reciprocity application or form
- Military Spouse fee waiver application or form
- Military Spouse supplemental form
- Unknown

Other \_\_\_\_\_

---

Professional examination results

---

Are national professional exam results required to teach in this state?

- Yes
- No
- Unknown

*Skip To: Q426 If Are national professional exam results required to practice in this state? = Yes*

*Skip To: Q427 If Are national professional exam results required to practice in this state? = No*

*Skip To: Q427 If Are national professional exam results required to practice in this state? = Unknown*

---

How do applicants provide professional exam results?

- Paper or electronic copy from applicant
- Certified copy of results mailed from central clearinghouse or previous state
- Central clearinghouse provides an electronic response
- New state provides a form
- This information is included on the application, and no additional proof is needed
- Documentation type not specified
- Unknown
- Other \_\_\_\_\_

---

Is a state or regional exam required to teach in this state?

- Yes
- No
- Unknown

*Skip To: Q428 If is a state or regional exam required to teach in this state? = Yes*

*Skip To: Q429 If is a state or regional exam required to teach in this state? = No*

*Skip To: Q429 If is a state or regional exam required to teach in this state? = Unknown*

---

How do applicants provide state or regional exam results?

- Paper or electronic copy from applicant
- Certified copy of exam results sent from test administrator
- This information is included on the application, and no additional proof is needed
- Documentation type not specified
- Unknown
- Other \_\_\_\_\_

---

Page Break

Processing information

---

Are Military Spouse license processing options based on the Service member's status? If so, who can benefit? (Select all that apply)

- No Military Spouse specific option is indicated
  - Preference is given, but Service member's status is not specified
  - Active Duty
  - National Guard
  - Reserves
  - Retired
  - Veteran
-

How long is the stated application processing time for Military Spouses? (select all that apply)  
Processing time should include the time from sending or submitting the application until receiving a license (applicant is able to begin work).

- 1-14 days or 1-2 weeks
- 15-30 days or 3-4 weeks
- 31-45 days or 5-6 weeks
- 46-60 days or 7-8 weeks
- Greater than 61 days or 9 weeks or longer
- Processing time is not listed
- Process is expedited for Military Spouses, but length of time isn't indicated.
- Process is expedited for Military Spouses. Details are listed below:  

---
- Other processing information:  

---

-----

Are applicants granted a temporary or provisional license during processing?

- Yes
  - No
  - Unknown
-

How is the decision communicated? (select all that apply)

- Notification sent via email
- Notification given via phone call
- Notification sent in the mail
- Unknown

---

Page Break

How long did it take to locate all of the needed information on the website? Think about the website's complexity and ease of navigation.

- Less than 5 minutes to locate needed information
  - Between 6-10 minutes to locate needed information
  - Between 11-15 minutes to locate needed information
  - Between 16-20 minutes to locate needed information
  - More than 21 minutes to locate needed information
  - Could not find the majority of needed information
- 

Have Clearinghouse staff look at this website

- Yes, the Military Spouse process, website, directions or application were above average and might be a "best practice"
- Yes, I had problems. You will be directed to more options in the next question.
- No
- Other comments: \_\_\_\_\_

*Skip To: Q436 If Have Clearinghouse staff look at this website = Yes, I had problems. You will be directed to more options in the next question.*

*Skip To: Q436 If Have Clearinghouse staff look at this website = Yes, the Military Spouse process, website, directions or application were above average and might be a "best practice"*

*Skip To: Q437 If Have Clearinghouse staff look at this website = No*

---

Have Clearinghouse staff look at the following survey sections. (select all that apply)

Make a selection if you were not able to locate the needed information, the information on the website didn't match the survey options/responses or you want a second opinion on how to classify the data.

Also mark a section if you want to highlight a particular section that could be a "best practice."

- Licensing board website
- Application
- Cost
- Previous license
- Background check or clearance
- Education requirements
- Misc documentation requirements
- National or state examination requirements
- Processing information
- Other, please explain \_\_\_\_\_



Who entered this information

- Amy
- C.C.
- Brett
- Brittany
- Jillian
- Jessie
- Kelly
- Kristi
- Lora
- Meg
- Michael
- Mindi
- Molly
- Tina
- Yuly
- Other \_\_\_\_\_
- Reliability check

End of Block: MSLP Teacher

---

Licensing Board Contacts

-----  
Occupational licensing board name

\_\_\_\_\_

-----  
Occupational licensing board website

\_\_\_\_\_

-----  
Is a single point of contact (POC) for Military Spouses available for assistance through the process?

- Yes
- No - select no if you cannot locate a Military Spouse POC

-----  
Board contact name and title (List Military Spouse POC if available. If not, list general contact person or board director). If no one is named, leave blank.

\_\_\_\_\_

-----  
Contact phone number

\_\_\_\_\_

-----  
Contact email address

\_\_\_\_\_

-----  
Page Break

---

Licensing board website

---

Please rate the website on the following aspects:

	Yes	No
Is the phrase "Military Spouse" located on the menu of options or in other places on the website?	<input type="radio"/>	<input type="radio"/>
Is there information pertaining to military spouse applicants? If yes, paste link below:	<input type="radio"/>	<input type="radio"/>
Are Military Spouse specific license recognition, transfer or reciprocity options displayed on the website?	<input type="radio"/>	<input type="radio"/>
Is the application process defined? (plain language or a checklist to identify the steps)	<input type="radio"/>	<input type="radio"/>

---

The answers in this survey are based on a Military Spouse acquiring a license through this type of process:

- Reciprocity
  - License transfer
  - Full application
  - Process wasn't titled
  - Other \_\_\_\_\_
- 

Application

---

Is an application required for Military Spouses to acquire a license?

- Yes
- Available, but it's optional
- No
- Unknown

*Skip To: Q464 If Is an application required for Military Spouses to acquire a license? = No*

*Skip To: Q464 If Is an application required for Military Spouses to acquire a license? = Unknown*

How can the application be obtained? (select all that apply)

- Download from website
- Complete/submit online
- Request from the licensing board
- Must create an account to access application
- Other \_\_\_\_\_

General application questions

	Yes	No	Unknown or cannot locate or access information
Instructions were clear (directions are in plain language or use a checklist)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completing the application seems straightforward (able to see the full application to prepare needed material, form was accessible...)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

There are multiple requirements or steps to complete before submitting an application.

Steps may include, but are not limited to, applying for a background check, completing a license verification process, completing supporting forms, notarizing the application.

- Yes, 1-3 steps
- Yes, 4-6 steps
- Yes, more than 7 steps
- No, only an application is required
- Cannot access requirements or steps
- Other \_\_\_\_\_

Military Spouse related application questions

	Yes	No	Unknown or cannot locate or access information
There is a question about military spouse status on the application.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is a supplemental form for military spouses that accompanies the standard application.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

-----

The application has the following number of pages (including directions):

- 1
  - 2-3
  - 4-5
  - More than 5
  - Cannot access the application
-

How long do you think it would take to complete the application? Do not include time to gather requested information.

- Less than 15 minutes
  - 16-30 minutes
  - 31-59 minutes
  - 1-2 hours
  - More than 2 hours
  - Cannot access the application
- 

How can the application be submitted? (select all that apply)

- Submit online, log-in or account creation IS required
  - Submit online, NO log-in or account creation is required
  - Submit online, account creation is optional
  - Send in the mail
  - Submit via email
  - Send via fax
  - Application must be notarized prior to submission
  - Other \_\_\_\_\_
- 

Page Break

Cost

---

Is there a cost for a Military Spouse to acquire a license in this state? (select all that apply)

This question relates to "application" type fees. There is a follow-on question pertaining to other types of fees, such as exam or background check fees.

- Yes, a transfer fee
  - Yes, a fee for license reciprocity
  - Yes, an application fee
  - No, fees are waived for Military Spouses
  - No, no applicants are charged a fee
  - Other, please list \_\_\_\_\_
- 

Are other fees assessed as part of the license transfer process? (select all that apply)  
Please list fees even if they are not charged by the state or license board, such as test

administration company fees.

No additional fees are charged

Exam fee. If fee is charged, enter amount below:

---

Background clearance/check or fingerprinting fee. If fee is charged, enter amount below: \_\_\_\_\_

Credential review fee. If fee is charged, enter amount below:

---

Other fee. Enter fee type and amount below:

---

-----

What is the total cost to acquire a license? (select all that apply)

Include all fees that an applicant is required to pay (application or transfer fees, exam fees, background check fees, etc.)

Please enter the fee amount even if it is waived for Military Spouses.

- No fee is charged to acquire a license
- \$1-50
- \$51-100
- \$101-150
- \$151-200
- \$201-300
- over \$300
- Must use a money order or cashier's check (no personal check or credit card)

---

Page Break

Previous license

---

Is documentation of a previous license required to transfer a Military Spouse's license to the state?

This may be a question on the application or the applicant may have to take additional steps to provide proof of licensure.

- Yes
- No
- Unknown

*Skip To: Q471 If Is documentation of a previous license required to transfer a Military Spouse's license to the st... = No*

*Skip To: Q471 If Is documentation of a previous license required to transfer a Military Spouse's license to the st... = Unknown*

---

How do applicants provide proof of previous licensure? (select all that apply)

- Paper or electronic copy from applicant
  - Verified through central website
  - Interstate Exchange Form (sent from old to new state)
  - Other documentation from previous state's board
  - License information is entered on application, and no additional proof is needed
  - Other \_\_\_\_\_
-

Is there a specific or different process based on which state the applicant was previously licensed?

This may be listed as reciprocity on the website.

An example might be that California recognizes anyone licensed in Nevada. Those applicants might only need to provide a copy of their Nevada license and new California address.

Yes

No

*Skip To: Q472 If Is there a specific or different process based on which state the applicant was previously licens... = Yes*

*Skip To: Q473 If Is there a specific or different process based on which state the applicant was previously licens... = No*

---

Please provide more information about reciprocity, if it's located on the state board's website. (select all that apply)

Military Spouses with a current license from another state are granted reciprocity (permission) to practice in this state

There is reciprocity with 1 other state. Please list state below:

---

There is reciprocity within a region

There is an interstate compact, if yes please explain

---

Other, please explain \_\_\_\_\_

---

Page Break

Background clearance or check

---

Is proof of a background clearance or check required?

- Yes
- No
- Unknown

*Skip To: Q475 If Is proof of a background clearance or check required? = Yes*

*Skip To: Q477 If Is proof of a background clearance or check required? = No*

*Skip To: Q477 If Is proof of a background clearance or check required? = Unknown*

---

What type of background clearance or check is acceptable to this board? (select all that are listed on the website)

- FBI background check
  - State background check
  - Applicant must provide fingerprints
  - Other \_\_\_\_\_
-

How do applicants provide proof of background clearance or check? (select all that apply)

- Paper or electronic copy from applicant
- Electronic submission from granting agency
- Paper copy from granting agency
- Central repository electronic response
- This information is included on the application, and no additional proof is needed
- Unknown
- Other \_\_\_\_\_

---

Page Break

Education or experience related documents

---

Which education or experience related documents are required to be submitted? (select all that apply)

Submitted is defined as scanned, emailed, uploaded or mailed.

- None of these are required to be submitted by Military Spouse applicants
  - Diploma or program completion certificate
  - Transcript sent from school
  - Transcript sent from applicant
  - Work experience documentation form, letter or affidavit
  - Verification of supervised experience or hours of training as an apprentice/student
  - Endorsement or recommendation letter from previous employer
  - CV or resume
  - Documentation of Continuing Education hours
  - This information is included on the application, and no additional proof is needed
  - Unknown
  - Other \_\_\_\_\_
-

## Miscellaneous documentation requirements

---

Which documents are required to be submitted? (select all that apply)  
Submitted is defined as scanned, emailed, uploaded or mailed.

- None of these are required to be submitted by Military Spouse applicants
- Copy of Driver's license or non-driver ID card
- Copy of proof of citizenship (Passport, birth certificate, naturalization papers...)
- Copy of Marriage license
- Copy of Social Security card
- Copy of Spouse's military dependent ID card
- Copy of Military member's military ID card or other proof of Service
- Military member's commanding officer's signature on form
- Military member's Permanent Change of Station (PCS) orders
- Photo (hard copy)
- Photo (digital)
- Out of state reciprocity application or form
- Military Spouse fee waiver application or form
- Military Spouse supplemental form
- Unknown

Other \_\_\_\_\_

-----  
Professional examination results  
-----

Are national professional exam results required to practice in this state?

This may be listed as Pharmacy Technician Certification Board results.

- Yes
- No
- Unknown

*Skip To: Q483 If Are national professional exam results required to practice in this state? This may be listed as... = Yes*

*Skip To: Q484 If Are national professional exam results required to practice in this state? This may be listed as... = No*

*Skip To: Q484 If Are national professional exam results required to practice in this state? This may be listed as... = Unknown*  
-----

How do applicants provide professional exam results?

- Paper or electronic copy from applicant
- Certified copy of results mailed from central clearinghouse or previous state
- Central clearinghouse provides an electronic response
- New state provides a form
- This information is included on the application, and no additional proof is needed
- Documentation type not specified
- Unknown
- Other \_\_\_\_\_

---

Is a state or regional exam required to practice in this state?

- Yes
- No
- Unknown

*Skip To: Q485 If Is a state or regional exam required to practice in this state? = Yes*

*Skip To: Q486 If Is a state or regional exam required to practice in this state? = No*

*Skip To: Q486 If Is a state or regional exam required to practice in this state? = Unknown*

---

How do applicants provide state or regional exam results?

- Paper or electronic copy from applicant
- Certified copy of exam results sent from test administrator
- This information is included on the application, and no additional proof is needed
- Documentation type not specified
- Unknown
- Other \_\_\_\_\_

---

Page Break

Processing information

---

Are Military Spouse license processing options based on the Service member's status? If so, who can benefit? (Select all that apply)

- No Military Spouse specific option is indicated
  - Preference is given, but Service member's status is not specified
  - Active Duty
  - National Guard
  - Reserves
  - Retired
  - Veteran
-

How long is the stated application processing time for Military Spouses? (select all that apply)  
Processing time should include the time from sending or submitting the application until receiving a license (applicant is able to begin work).

- 1-14 days or 1-2 weeks
- 15-30 days or 3-4 weeks
- 31-45 days or 5-6 weeks
- 46-60 days or 7-8 weeks
- Greater than 61 days or 9 weeks or longer
- Processing time is not listed
- Process is expedited for Military Spouses, but length of time isn't indicated.
- Process is expedited for Military Spouses. Details are listed below:  

---
- Other processing information:  

---

-----

Are applicants granted a temporary or provisional license during processing?

- Yes
  - No
  - Unknown
-

How is the decision communicated? (select all that apply)

- Notification sent via email
- Notification given via phone call
- Notification sent in the mail
- Unknown

---

Page Break

How long did it take to locate all of the needed information on the website? Think about the website's complexity and ease of navigation.

- Less than 5 minutes to locate needed information
- Between 6-10 minutes to locate needed information
- Between 11-15 minutes to locate needed information
- Between 16-20 minutes to locate needed information
- More than 21 minutes to locate needed information
- Could not find the majority of needed information

---

Have Clearinghouse staff look at this website

- Yes, the Military Spouse process, website, directions or application were above average and might be a "best practice"
- Yes, I had problems. You will be directed to more options in the next question.
- No

*Skip To: Q493 If Have Clearinghouse staff look at this website = Yes, I had problems. You will be directed to more options in the next question.*

*Skip To: Q493 If Have Clearinghouse staff look at this website = Yes, the Military Spouse process, website, directions or application were above average and might be a "best practice"*

*Skip To: Q494 If Have Clearinghouse staff look at this website = No*

---

Have Clearinghouse staff look at the following survey sections. (select all that apply)

Make a selection if you were not able to locate the needed information, the information on the website didn't match the survey options/responses or you want a second opinion on how to classify the data.

Also mark a section if you want to highlight a particular section that could be a "best practice."

- Licensing board website
- Application
- Cost
- Previous license
- Background check or clearance
- Education requirements
- Misc documentation requirements
- National or state examination requirements
- Processing information
- Other, please explain \_\_\_\_\_



Who entered this information

- Amy
- C.C.
- Brett
- Brittany
- Jillian
- Jessie
- Kelly
- Kristi
- Lora
- Meg
- Michael
- Mindi
- Molly
- Tina
- Yuly
- Other \_\_\_\_\_
- Reliability check

End of Block: MSLP Pharmacy tech

---

Licensing Board Contacts

-----

Occupational licensing board name

\_\_\_\_\_

-----

Occupational licensing board website

\_\_\_\_\_

-----

Is a single point of contact (POC) for Military Spouses available for assistance through the process?

- Yes
- No - select no if you cannot locate a Military Spouse POC

-----

Board contact name and title (List Military Spouse POC if available. If not, list general contact person or board director). If no one is named, leave blank.

\_\_\_\_\_

-----

Contact phone number

\_\_\_\_\_

-----

Contact email address

\_\_\_\_\_

-----  
Page Break

---

Licensing board website

---

Please rate the website on the following aspects:

	Yes	No
Is the phrase "Military Spouse" located on the menu of options or in other places on the website?	<input type="radio"/>	<input type="radio"/>
Is there information pertaining to Military Spouse applicants? If yes, paste link below:	<input type="radio"/>	<input type="radio"/>
Are Military Spouse specific license recognition, transfer or reciprocity options displayed on the website?	<input type="radio"/>	<input type="radio"/>
Is the application process defined? (plain language or a checklist to identify the steps)	<input type="radio"/>	<input type="radio"/>

---

The answers in this survey are based on a Military Spouse acquiring a license through this type of process:

- Reciprocity
  - License transfer
  - Full application
  - Process wasn't titled
  - Other \_\_\_\_\_
- 

Application

---

Is an application required for Military Spouses to acquire a license?

- Yes
- Available, but it's optional
- No
- Unknown

*Skip To: Q514 If Is an application required for Military Spouses to acquire a license? = No*

*Skip To: Q514 If Is an application required for Military Spouses to acquire a license? = Unknown*

How can the application be obtained? (select all that apply)

- Download from website
- Complete/submit online
- Request from the licensing board
- Must create an account to access application
- Other \_\_\_\_\_

General application questions

	Yes	No	Unknown or cannot locate or access information
Instructions were clear (directions are in plain language or use a checklist)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completing the application seems straightforward (able to see the full application to prepare needed material, form was accessible...)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

There are multiple requirements or steps to complete before submitting an application.

Steps may include, but are not limited to, applying for a background check, completing a license verification process, completing supporting forms, notarizing the application.

- Yes, 1-3 steps
- Yes, 4-6 steps
- Yes, more than 7 steps
- No, only an application is required
- Cannot access requirements or steps
- Other \_\_\_\_\_

Military Spouse related application questions

	Yes	No	Unknown or cannot locate or access information
There is a question about Military Spouse status on the application.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is a supplemental form for Military Spouses that accompanies the standard application.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

-----

The application has the following number of pages (including directions):

- 1
  - 2-3
  - 4-5
  - More than 5
  - Cannot access the application
-

How long do you think it would take to complete the application? Do not include time to gather requested information.

- Less than 15 minutes
  - 16-30 minutes
  - 31-59 minutes
  - 1-2 hours
  - More than 2 hours
  - Cannot access the application
- 

How can the application be submitted? (select all that apply)

- Submit online, log-in or account creation IS required
  - Submit online, NO log-in or account creation is required
  - Submit online, account creation is optional
  - Send in the mail
  - Submit via email
  - Send via fax
  - Application must be notarized prior to submission
  - Other \_\_\_\_\_
- 

Page Break

Cost

---

Is there a cost for a Military Spouse to acquire a license in this state? (select all that apply)

This question relates to "application" type fees. There is a follow-on question pertaining to other types of fees, such as exam or background check fees.

- Yes, a transfer fee
  - Yes, a fee for license reciprocity
  - Yes, an application fee
  - No, fees are waived for Military Spouses
  - No, no applicants are charged a fee
  - Other, please list \_\_\_\_\_
- 

Are other fees assessed as part of the license transfer process? (select all that apply)  
Please list fees even if they are not charged by the state or license board, such as test

administration company fees.

No additional fees are charged

Exam fee. If fee is charged, enter amount below:

---

Background clearance/check or fingerprinting fee. If fee is charged, enter amount below: \_\_\_\_\_

Credential review fee. If fee is charged, enter amount below:

---

Other fee. Enter fee type and amount below:

---

-----

What is the total cost to acquire a license? (select all that apply)

Include all fees that an applicant is required to pay (application or transfer fees, exam fees, background check fees, etc.)

Please enter the fee amount even if it is waived for Military Spouses.

- No fee is charged to acquire a license
- \$1-50
- \$51-100
- \$101-150
- \$151-200
- \$201-300
- over \$300
- Must use a money order or cashier's check (no personal check or credit card)

---

Page Break

Previous license

---

Is documentation of a previous license required to transfer a Military Spouse's license to the state?

This may be a question on the application or the applicant may have to take additional steps to provide proof of licensure.

- Yes
- No
- Unknown

*Skip To: Q521 If Is documentation of a previous license required to transfer a Military Spouse's license to the st... = No*

*Skip To: Q521 If Is documentation of a previous license required to transfer a Military Spouse's license to the st... = Unknown*

---

How do applicants provide proof of previous licensure? (select all that apply)

- Paper or electronic copy from applicant
  - Verified through central website
  - Interstate Exchange Form (sent from old to new state)
  - Other documentation from previous state's board
  - License information is entered on application, and no additional proof is needed
  - Other \_\_\_\_\_
-

Is there a specific or different process based on which state the applicant was previously licensed?

This may be listed as reciprocity on the website.

An example might be that California recognizes anyone licensed in Nevada. Those applicants might only need to provide a copy of their Nevada license and new California address.

Yes

No

*Skip To: Q522 If Is there a specific or different process based on which state the applicant was previously licens... = Yes*

*Skip To: Q523 If Is there a specific or different Pross based on which state the applicant was previously licens... = No*

Please provide more information about reciprocity, if it's located on the state board's website.  
(select all that apply)

Military Spouses with a current license from another state are granted reciprocity (permission) to work in this state

There is reciprocity with 1 other state. Please list state below:  
\_\_\_\_\_

There is reciprocity within a region

There is an interstate compact, if yes please explain  
\_\_\_\_\_

Other, please explain \_\_\_\_\_

Page Break \_\_\_\_\_

Background clearance or check

---

Is proof of a background clearance or check required?

- Yes
- No
- Unknown

*Skip To: Q527 If Is proof of a background clearance or check required? = No*

*Skip To: Q525 If Is proof of a background clearance or check required? = Yes*

*Skip To: Q527 If Is proof of a background clearance or check required? = Unknown*

---

What type of background clearance or check is acceptable to this board? (select all that are listed on the website)

- FBI background check
  - State background check
  - Applicant must provide fingerprints
  - Other \_\_\_\_\_
-

How do applicants provide proof of background clearance or check? (select all that apply)

- Paper or electronic copy from applicant
- Electronic submission from granting agency
- Paper copy from granting agency
- Central repository electronic response
- This information is included on the application, and no additional proof is needed
- Unknown
- Other \_\_\_\_\_

---

Page Break

Education or experience related documents

---

Which education or experience related documents are required to be submitted? (select all that apply)

Submitted is defined as scanned, emailed, uploaded or mailed.

- None of these are required to be submitted by Military Spouse applicants
  - Diploma or program completion certificate
  - Transcript sent from school
  - Transcript sent from applicant
  - Work experience documentation form, letter or affidavit
  - Endorsement or recommendation letter from previous employer
  - CV or resume
  - Documentation of Continuing Education hours
  - This information is included on the application, and no additional proof is needed
  - Unknown
  - Other \_\_\_\_\_
- 

Miscellaneous documentation requirements



Which documents are required to be submitted? (select all that apply)  
Submitted is defined as scanned, emailed, uploaded or mailed.

- None of these are required to be submitted by Military Spouse applicants
- Copy of Driver's license or non-driver ID card
- Copy of proof of citizenship (Passport, birth certificate, naturalization papers...)
- Copy of Marriage license
- Copy of Social Security card
- Copy of Spouse's military dependent ID card
- Copy of Military member's military ID card or other proof of Service
- Military member's commanding officer's signature on form
- Military member's Permanent Change of Station (PCS) orders
- Photo (hard copy)
- Photo (digital)
- Out of state reciprocity application or form
- Military Spouse fee waiver application or form
- Military Spouse supplemental form
- Unknown

Other \_\_\_\_\_

---

Professional examination results

---

Are national professional exam results required to practice in this state?

- Yes
- No
- Unknown

*Skip To: Q533 If Are national professional exam results required to practice in this state? = Yes*

*Skip To: Q534 If Are national professional exam results required to practice in this state? = No*

*Skip To: Q534 If Are national professional exam results required to practice in this state? = Unknown*

---

How do applicants provide professional exam results?

- Paper or electronic copy from applicant
- Certified copy of results mailed from central clearinghouse or previous state
- Central clearinghouse provides an electronic response
- New state provides a form
- This information is included on the application, and no additional proof is needed
- Documentation type not specified
- Unknown
- Other \_\_\_\_\_

---

Is a state or regional exam required to work in this state?

- Yes
- No
- Unknown

*Skip To: Q535 If Is a state or regional exam required to work in this state? = Yes*

*Skip To: Q536 If Is a state or regional exam required to work in this state? = No*

*Skip To: Q536 If Is a state or regional exam required to work in this state? = Unknown*

---

How do applicants provide state or regional exam results?

- Paper or electronic copy from applicant
- Certified copy of exam results sent from test administrator
- This information is included on the application, and no additional proof is needed
- Documentation type not specified
- Unknown
- Other \_\_\_\_\_

---

Page Break

Processing information

---

Are Military Spouse license processing options based on the Service member's status? If so, who can benefit? (Select all that apply)

- No Military Spouse specific option is indicated
  - Preference is given, but Service member's status is not specified
  - Active Duty
  - National Guard
  - Reserves
  - Retired
  - Veteran
-

How long is the stated application processing time for Military Spouses? (select all that apply)  
Processing time should include the time from sending or submitting the application until receiving a license (applicant is able to begin work).

- 1-14 days or 1-2 weeks
- 15-30 days or 3-4 weeks
- 31-45 days or 5-6 weeks
- 46-60 days or 7-8 weeks
- Greater than 61 days or 9 weeks or longer
- Processing time is not listed
- Process is expedited for Military Spouses, but length of time isn't indicated.
- Process is expedited for Military Spouses. Details are listed below:  

---
- Other processing information:  

---

-----

Are applicants granted a temporary or provisional license during processing?

- Yes
  - No
  - Unknown
-

How is the decision communicated? (select all that apply)

- Notification sent via email
- Notification given via phone call
- Notification sent in the mail
- Unknown

---

Page Break

How long did it take to locate all of the needed information on the website? Think about the website's complexity and ease of navigation.

- Less than 5 minutes to locate needed information
  - Between 6-10 minutes to locate needed information
  - Between 11-15 minutes to locate needed information
  - Between 16-20 minutes to locate needed information
  - More than 21 minutes to locate needed information
  - Could not find the majority of needed information
- 

Have Clearinghouse staff look at this website

- Yes, the Military Spouse process, website, directions or application were above average and might be a "best practice"
- Yes, I had problems. You will be directed to more options in the next question.
- No
- Other comments: \_\_\_\_\_

*Skip To: Q543 If Have Clearinghouse staff look at this website = Yes, I had problems. You will be directed to more options in the next question.*

*Skip To: Q543 If Have Clearinghouse staff look at this website = Yes, the Military Spouse process, website, directions or application were above average and might be a "best practice"*

*Skip To: Q544 If Have Clearinghouse staff look at this website = No*

---

Have Clearinghouse staff look at the following survey sections. (select all that apply)

Make a selection if you were not able to locate the needed information, the information on the website didn't match the survey options/responses or you want a second opinion on how to classify the data.

Also mark a section if you want to highlight a particular section that could be a "best practice."

- Licensing board website
- Application
- Cost
- Previous license
- Background check or clearance
- Education requirements
- Misc documentation requirements
- National or state examination requirements
- Processing information
- Other, please explain \_\_\_\_\_



Who entered this information

- Amy
- C.C.
- Brett
- Brittany
- Jillian
- Jessie
- Kelly
- Kristi
- Lora
- Meg
- Michael
- Mindi
- Molly
- Tina
- Yuly
- Other \_\_\_\_\_
- Reliability check

End of Block: MSLP Massage Therapy

---

## **Appendix D: Outreach Script**

Please select the state and licensing board you are calling before you dial.

State:

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland

- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- South Dakota

- Tennessee
  - Texas
  - Utah
  - Vermont
  - Virginia
  - Washington
  - Washington DC
  - West Virginia
  - Wisconsin
  - Wyoming
- 

Licensing board:

- Accountancy
  - Cosmetology/Barber
  - Dental Hygiene
  - Massage Therapy
  - Pharmacy Technician
  - Teacher
- 

Call board in the state indicated above following the interview script:

**Hello, my name is \_\_\_\_\_, from the Clearinghouse for Military Family Readiness at Penn**

**State University, calling on behalf of the Department of Defense. We are identifying the process by which military spouses can transfer their \_\_\_\_\_ (name of the license issued by the board you're calling) license. Is there someone I may speak with who might be able to talk to me about this topic?**

---

If you do not reach anyone, leave a message.

**My name is \_\_\_\_\_. I'm calling from the Clearinghouse for Military Family Readiness at Penn State. We are working with the Department of Defense's State Liaison Office to better understand the time and effort it takes a military spouse to transfer their occupational license and start working in a new state when their service member is reassigned.**

**I am interested in scheduling a phone call with a member of your team to walk through several questions. Please call back at XXX-XXX-XXXX and we can schedule a time that is convenient.**

Follow up with the email script. Scroll back up to the list of states and select the next state you call. If you do not reach anyone, close out of the browser window to end the survey. Do not continue through.

---

When you reach someone, continue to the script and questions below:

**Hello Mr./Ms. \_\_\_\_\_, thank you for your time. My name is \_\_\_\_\_ from the Clearinghouse for Military Family Readiness at Penn State University. I am calling on behalf of the Department of Defense's State Liaison Office. The goal of this office is to assist states in improving their policies and systems to help military families. We're gathering information that pertains specifically to the time and effort it takes a military spouse to transfer \_\_\_\_\_ (name of the professional licenses) and start working in a new state when their Service member and spouses are reassigned to \_\_\_\_\_ (name of the state). Do you have 15 minutes that I may ask you some questions about this process?**

Schedule a call back or let them know:

**I am going to be taking notes as we work through the questions.**

---

**Do you have a unique point of contact for military spouses to use for assistance through the license transfer process?**

*Prompt: As a military spouse new to the state navigates the licensure process, is there someone specifically available to assist military spouses?*

Yes

No

---

**Would you please provide the name, title, phone number and email address of the military spouse point of contact?**

Contact name \_\_\_\_\_

**Title** \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

---

**How do military spouses learn about the point of contact?**

Visible on the Board's website

Visible on Social Media

The POC is given if a spouse calls our office

The POC is given if a spouse emails our office

Other \_\_\_\_\_

---

**Who should the military spouse contact if they have license transfer questions?**

*Prompt: Can you provide me with their contact information?*

\_\_\_\_\_

---

---

---

---

-----

**Is there a unique application process for military spouses who are transferring their license to \_\_\_\_\_ (name of the state)?**

Yes

No

-----

**Once you have received a completed application from a military spouse, please walk me through the [transfer] process steps:** [The process may not be a transfer, so please use the language the POC uses.]

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-----

**Do you allow for military spouse licensure by endorsement, or grant them a temporary or provisional license while their application is being processing?**

(select all that apply)

Endorsement

Temporary or Provisional license

Other \_\_\_\_\_

---

**If the application is incomplete or lacks supporting materials, what happens?**

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---

Transfer Process

**Now we'd like to collect information on the path that you recommend a military spouse take when transferring a \_\_\_\_\_ (name of the professional license) from another state.**

*Prompt: Are there different licensure options available and if so, which would you recommend that a military spouse takes?*

*Prompt: Can you walk me through that process?*

---

---

---

---

---

Supporting documentation

**Please select any documents that a military spouse would need to provide to obtain a license.**

*Prompt: Does a military spouse need to provide a [list document from list below]?*

*Prompt: I am going to read a list of documents. Please let me know if a military spouse would need to provide that documentation. [Read from list below]*

- Copy of previous license
- Diploma or program completion certificate
- Background check
- Transcript sent from school
- Transcript sent from applicant
- Work experience documentation form, letter or affidavit
- Verification of supervised experience or hours of training as an apprentice/student
- Endorsement or recommendation letter from previous employer
- CV or resume
- Documentation of Continuing Education hours
- National professional exam results
- State or regional exam
- Driver's license or non-driver ID card
- Proof of citizenship (Passport, birth certificate, naturalization papers...)
- Marriage license

- Spouse's military dependent ID card
- Military member's military ID card or other proof of Service
- Military member's commanding officer's signature on form
- Military member's Permanent Change of Status (PCS) orders
- Photo (hard copy)
- Photo (digital)
- Social Security card
- Out of state reciprocity application or form
- Military Spouse fee waiver application or form
- Military Spouse supplemental form
- Other \_\_\_\_\_

---

**Does the application or transfer process differ based on which state the applicant is currently licensed?**

- Yes
- No

**How does this work?**

---

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---

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-----

**Is there an interstate compact in effect?**

Yes

No

-----

Processing Time

**How long is the application processing time for military spouses? *The processing time is***

*defined as the time a military spouse sends or submits the application until receiving a license (applicant is able to begin work):*

- 1-14 days or 1-2 weeks
- 15-30 days or 3-4 weeks
- 31-45 days or 5-6 weeks
- 46-60 days or 7-8 weeks
- Greater than 61 days or 9 weeks or longer
- Process is expedited for Military Spouses, but length of time isn't known
- Process is expedited for Military Spouses. Details are listed below:  
\_\_\_\_\_
- Other processing information:  
\_\_\_\_\_

-----

**How is the decision communicated?**

- Notification sent via email
  - Notification given via phone call
  - Notification sent in the mail
  - Other: \_\_\_\_\_
-

**Are military spouse license processing options based on the Service member's status, and if so, who can benefit?**

- No Military Spouse preference is offered
- Preference is given, but Service member's status is not specified or required
- Active Duty
- National Guard
- Reserves
- Retired
- Veteran
- Other: \_\_\_\_\_

---

**Is there anything you would like to tell us about that we did not ask about?**

---

---

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---

Proceed to the additional question if time allows (<20 minutes)

If you are out of time, please close by saying:

**Thank you so much for your time today. We appreciate your assistance in our work to support military families.**

---

**We have one final question. Did your office track the number of military spouses who transferred their occupational license in the last 12 months due to permanent change of station orders (in 2020)?**

Yes, enter number if provided

---

No

I don't know

End of Block: Default Question Block

---

## Appendix E: Outreach Email Template

To Whom It May Concern,

My name is \_\_. I am with the Clearinghouse for Military Family Readiness at Penn State. We are working with the Department of Defense – Defense State Liaison Office to better understand the time and effort it takes a military spouse to transfer his or her occupational license and start working in a new state when his or her Service member is reassigned.

We are seeking your office’s assistance in gathering specific information to help military spouses become employed following a military move.

Can I schedule a phone call with a member of your team to walk through several questions? If so, can you please let me know your availability?

If a call isn’t possible, could you answer the questions in the attached PDF and return it to [MSLP@psu.edu](mailto:MSLP@psu.edu)? We would like you to assume the military spouse applicant, who is being discussed, is fully qualified and licensed in another state.

Thank you for your time, and for your support of military spouses and families.

Sincerely,

## Appendix F: Outreach Fillable PDF



# CLEARINGHOUSE FOR MILITARY FAMILY READINESS

## Military Spouse Licensure Portability Licensure Transfer Survey

The Clearinghouse for Military Family Readiness at Penn State is working with the Department of Defense - Defense State Liaison Office (DSLO) to determine the amount of time a military spouse must use and the steps a military spouse must take to transfer his or her occupational license in order to begin working in a new state when his or her Service member is reassigned due to permanent change of station orders.

The Clearinghouse is seeking your office's assistance in gathering specific information on the license-transfer process to help achieve military spouses' employment following a military move. Please answer the following questions and assume the military spouse applicant, who is being discussed, is fully qualified and licensed in another state.

If you would like to schedule a phone call to discuss these questions, the Clearinghouse team would be happy to set up a call at your convenience.

Thank you for your time and for your support of military spouses and families.

Clearinghouse for Military Family Readiness at Penn State

[MSLP@psu.edu](mailto:MSLP@psu.edu)

<https://militaryfamilies.psu.edu/>

State: \_\_\_\_\_

Licensing Board Name: \_\_\_\_\_

**Point of Contact**

If available, please list your board's unique point of contact (POC) for military spouses to use if they need assistance during the license-transfer process.

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

How do spouses learn about the POC?

- There is no specific military spouse POC
- Visible on social media
- Visible on the board's website
- The POC is given if they call our office
- Other:

**Application Process**

1. Is there a unique application process that military spouses who are transferring their licenses to your state could follow?

- Yes
- No

2. After you have received a completed application from a military spouse, please describe the transfer-process steps:

3. Are military spouse applicants granted a license via Endorsement?

- Yes
- No

4. Are military spouse applicants granted a Temporary or Provisional license during processing?

- Yes
- No

5. Is the license process expedited for military spouses?

- Yes
- No

If yes, how?

6. Does the application or transfer process differ based on the state in which the applicant is currently licensed?

- Yes       No

If yes, please provide details:

7. How long is the application processing time for military spouses? *\*The processing time is defined as the amount of time that elapses from when a military spouse sends or submits the application until he or she receives a license (i.e., applicant is able to begin work.)*

- 1 - 14 days or 1 - 2 weeks       15 - 30 days or 3 - 4 weeks  
 31 - 45 days or 5 - 6 weeks       Greater than 61 days or 9 weeks or longer  
 Process is accelerated for military spouses. Details are listed below:

Other processing information:

8. Are military spouse license processing options based on the Service member's status? If so, who can benefit?

- No military spouse preference is offered  
 Preference is given, but Service member's status is not specified or required  
 Active duty       National Guard       Reserves  
 Retired       Veteran       Other:

9. Is there anything else you would like to mention regarding the license-transfer process for military spouses?

10. Did your office track the number of military spouses who transferred their occupational license in the last 12 months due to permanent change of station orders (in 2020)?

- Yes, include the number if available:  
 No