

### New Process and Fee to Request an Extension

Recent changes in Administrative Rule have changed how our agency handles a request for an extension. In order to request an extension the license holder must submit a completed application, the annual renewal fee, draft financials and the appropriate extension fee **prior** to the license expiration date.

The extension fee is a prorated amount with a minimum of \$50. See the fee table below:

<b>Class of License</b>	<b>License Extension Fee</b>
Unlimited	\$91.66
AAA	\$75.00
AA	\$58.34
A	\$50.00
B	\$50.00
CC	\$50.00
C	\$50.00
D	\$50.00

If the above information is not received prior to the license expiration date, an extension will not be granted and the license will have an **Expired** status. An extension provides the license holder with a sixty (60) day extension.

### Process to Expedite the Licensing Process

Another rule change grants the ability to have a license processed in an expedited manner for an additional fee of \$100. This allows the license holder the advantage of having their license processed immediately rather than waiting 5 to 10 business days.

If an applicant needs an original license or an upgrade that requires taking the exam this process would assist them in having their license packet reviewed and approved for testing. It would not necessarily accelerate the exam process.

