

MILITARY APPLICANTS INSTRUCTIONS FOR APPLYING FOR LICENSING

In 2019, the Idaho legislature passed a law (HB 248) providing certain benefits to members of the armed forces, including recently separated and national guard members, veterans and spouses of such persons as it relates to applications for professional licensing in Idaho. Such individuals are considered “military applicants” when they apply for licensure with the Division of Building Safety and the following policies and procedures apply:

- License applications submitted by armed forces and national guard members, veterans or recently separated military members, and their spouses (“Military Applicants”) are expedited by the Division of Building Safety, at no additional charge.
- Applicable and relevant work experience, training, or education received or attained in another jurisdiction (including within the military services) as a result of military service performed by an armed forces member may be applied toward the requirements to receive a DBS license **if such experience, training, or education is determined to be appropriate and applicable.**
- Current, valid and unrestricted licenses obtained in another state, district, territory, or branch of the armed forces and national guard may serve as the basis to receive a similar Idaho license by endorsement upon review by the Division.
- All DBS license applications provide a space to identify whether you are a military member, veteran, or spouse of such. You must indicate your eligibility for such on the application if you seek expedited handling, credit for experience, training or education, or endorsement.
- Applicants are also required to provide proof of eligibility for expedited handling, military credit, or licensure by endorsement in a form acceptable to the Division. Valid forms of Verification of Eligibility Status may include the following:
 - Valid discharge from the armed forces of the U.S. in the name of the applicant, with character of discharge as anything other than dishonorable. (DD 214 or similar; or NA form 13038)
 - Current, valid military identification card (Common Access Card (CAC)) indicating active duty, reserve or national guard service.
 - Uniform Services ID Card (USID) indicating eligibility for retired pay, or DD Form 2
 - Current, valid military dependent ID card indicating dependent status of an active or reserve service member (DD Form 1173)
 - Valid marriage license from an appropriate jurisdiction, along with other evidence of a spouse’s military service
 - Department of Veterans Affairs Identification Card (VIC) or Veterans Health Identification Card (VHIC)
 - A current, valid Idaho driver’s license with a Veterans Designation
 - Any other evidence satisfactory to the Administrator

- If an applicant is seeking a license by endorsement or seeking to have relevant work experience, service, training, or education received as a result of military service apply toward the requirements to receive a license in Idaho, satisfactory documentation and other records evidencing such must be submitted along with the application.
- Some criteria established by the Division to determine whether relevant military training, service, work experience or education may apply toward a license is set forth in administrative rule – IDAPA 07.11.01 – Rules of the Division of Building Safety. The appropriate DBS program will determine what, and the what extend training, service, work experience or education may apply toward a license or whether additional information is necessary to adjudicate an application
- The Division may also require military applicants to provide sworn affidavits attesting to the veracity of the information provided in an application.
- Division staff will review all application materials and make a determination about applications for licenses applied for by military applicants, and notify applicants on an expedited basis in accordance with the Division’s normal notification process.
- You may access the Occupational (Military) Licensing Reform Act (I.C. 67-9401 et seq.) here: <https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH94/>, and the Statutes and Rules of the Division of Building Safety here: <https://dbs.idaho.gov/rules/current.html>.