Expedite Employee Licensing: Best Practices for PMD Application Submission

Introduction

Are you tired of waiting endlessly for your employees to get licensed? Follow these best practices to ensure a smooth and swift licensing process, typically within 30 to 45 days.

For New Hires

Online Applicator Registration
- Details: Register the applicant online using their full legal name.
- Why It's Important: Using the full legal name ensures that there are no discrepancies in official records.

Online Certification Application and Application Fee
- Details: Complete the online certification application and pay the associated fee. Again, use the applicant's full legal name.
- Sub-Requirements:
  - Statement of Lawful Presence
  - Evidence of Lawful Presence or Proof of Citizenship (Preferred documents: Birth Certificate or US Passport. A government-issued photo ID is required for documents that do not contain a photo.)
- Why It's Important: These documents are crucial for legal verification.

Fingerprint Card Submission
- Details: Submit a fingerprint card, which should include the FBI Notification of Privacy Rights, Fingerprint Verification Form, and a $22.00 Cashier's Check or Money Order made payable to AZDPS. Alternatively, you can submit a Level 1 Fingerprint Clearance Card.
- Why It's Important: This is a mandatory step for background verification.

Schedule Testing
- Details: After completing the application, schedule the required tests.
- Why It's Important: Timely scheduling can expedite the licensing process.

Email Whitelisting
- Details: Add "licensing@azda.gov" to your email contact list.
- Why It's Important: This ensures that you don't miss out on any crucial correspondence due to it landing in your spam folder.

Important Notes

- Document Submission: Make sure to submit both the front and back of the Fingerprint Clearance Card and your government-issued photo ID. Failing to do so can cause delays.
- Annual Requirements: Birth certificates only need to be submitted once. Government photo IDs must be submitted every year for renewal.
- Final Steps: Your employee must pass the certification exams and the fingerprint background check before their license will be issued.