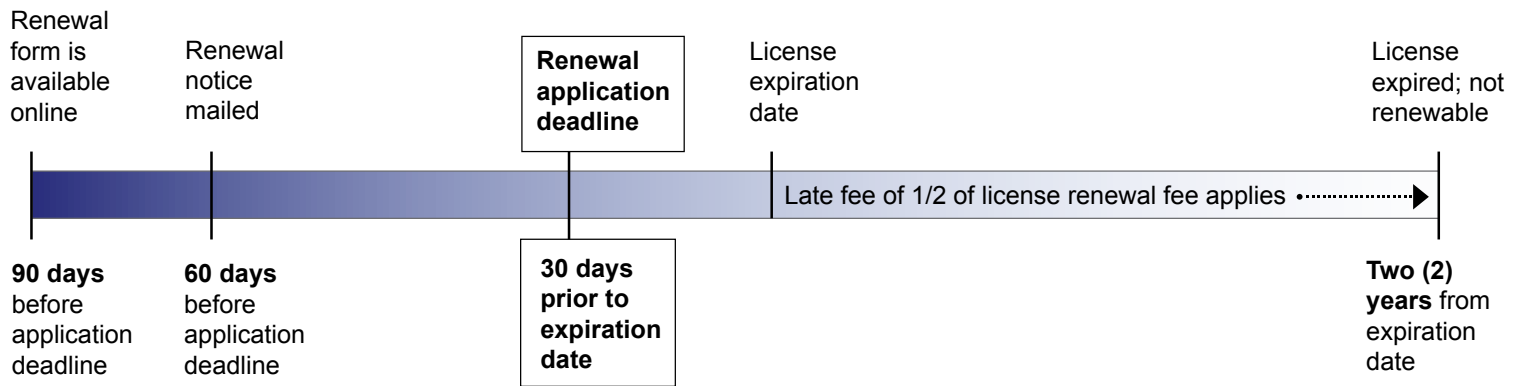


# Changes to license renewal process scheduled

Updates include a new timeline and online renewals for all licenses



The timeline above shows important dates to note in the steps to renew a license, certificate or registration that expires on or after Dec. 31, 2011.

## Online renewals for all licenses

Effective Jan. 1, 2012, individuals and businesses will be able to submit license renewals online. Holders of boiler, high-pressure piping, plumbing and water conditioning licenses have already been able to renew their licenses online. This capability will be expanded to building official, electrical, mechanical bond, registered employer and residential contractor licenses. A new feature will allow individuals and businesses to attach required documents when submitting their renewal. A license becomes available for online renewal 120 days before the license expiration date.

## Renewal deadline – 30 days before expiration date

To encourage timely license renewals, the Legislature set the “renewal deadline” at 30 days before a license’s expiration date. Renewals received by the department by this date are presumed to be timely and, if complete, the license should be renewed and issued before the expiration date. If the department receives a complete renewal before the expiration date, no late fee is incurred by the licensee.

## 90 days to fix deficient and incomplete renewals

Licensees will have 90 days to fix deficient or incomplete renewals. By law, if the corrections are not received by the department before the license expires, the licensee must pay the applicable late fee.

## Expired means expired

Unlicensed activity is a misdemeanor and may result in enforcement action against unlicensed persons, including a civil penalty of up to \$10,000.

## Complete renewal required

Before a license may be renewed, the holder must submit a complete renewal. Although the requirements for each license vary, the following list highlights the most common requirements for renewals:

## Individual renewal (no continuing education)

- renewal fee
- work verification hours report (for registered unlicensed individuals only)

## Individual renewal (continuing education required)

- renewal fee
- continuing education hours completed before expiration date
- continuing education hours reported by sponsor
- work verification hours report (for registered unlicensed individuals only)

## Business/contractor renewal

- renewal fee
- business registration status report from Secretary of State
- workers’ compensation insurance certification
- certificate of liability insurance (as applicable)
- certificate of responsible individual (as applicable)
- surety bond and power of attorney (as applicable)

Many renewal requirements may be completed well in advance of submitting the renewal fee. For individuals, continuing education sponsors will be able to log licensees’ hours directly into the department’s computer system well in advance of a license renewal. Likewise, businesses will be able to keep insurance information current, thereby reducing the documents needed at the time of renewal.

## Late fee mandatory after license expires

Effective Jan. 1, 2012, all renewals of expired licenses will be required to pay a late fee equal to one-half of the license fee. The 30-day grace period for renewing electrical and boiler licenses without a late fee is eliminated. Licenses previously renewed after the expiration date without payment of a late fee will be required to pay a late fee after Jan. 1, 2012. No license will be renewed without payment of a late fee if the license is expired. The only exception is when DLI receives a fully complete renewal before the expiration date, but actually processes the renewal after the expiration date.

# Business/contractor license changes in store

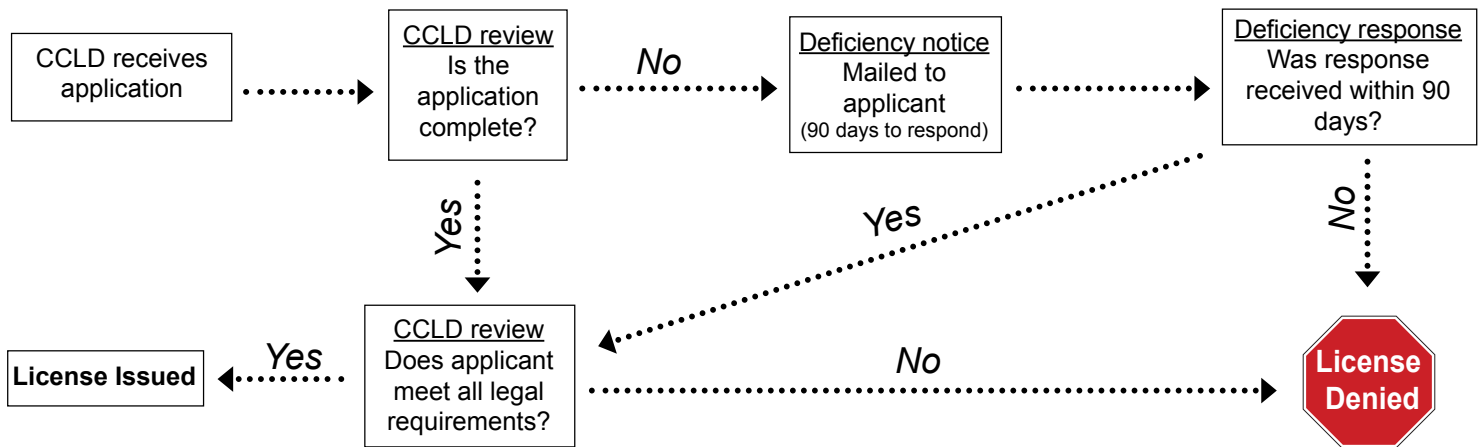
New process for applying, issuance will take effect Jan. 1, 2012

## Uniform application process

Effective Jan. 1, 2012, all business license and bond applications will follow the same review path, illustrated below, which is detailed in Minnesota Statutes, sections 326B.092 to 326B.097. DLI has 60 days from the date an application is complete to either approve or deny the application. The applicant is required to submit a complete application, which is defined as providing all information and documents required to issue a license, certificate or register a bond. **Required information for each license type, which DLI administers, is identified in the table below.** All application materials will be scanned and available to staff for timely review and responding to applicant inquiries.

## Deficient applications

Applicants with deficiencies in their applications will be notified of the deficiencies and what is required to make the application complete. The applicant will have 90 days from the date on the first deficiency notice to correct the deficiencies and complete the application. There is only one 90-day window to make the application complete. The application will be denied, license fees paid will be forfeited, and a new application will be required, with payment of new fees, if the corrections are not received within the 90 days or if the corrections received within 90 days do not fix the deficiency.



License type	Renewal fee	MN SOS business registration	Officer/owner disclosure	Designated responsible individual	Liability insurance	Workers' Compensation Insurance	Surety bond	Background disclosure
Class A electrical contractor	X	X	X	X	X	X	X	
Class B electrical contractor	X	X	X	X	X	X	X	
Elevator contractor	X	X	X	X	X	X	X	
HPP business (contractor)	X	X	X	X	X	X	X	
Manufactured home installer	X	X	X	X	X	X	X	X
Mechanical contractor bond	X	X	X			X	X	
Mfd home dealer & sub agency dlr.	X	X	X	X	X	X	X	X
Mfd home limited dealer	X	X	X	X	X	X	X	X
Mfd home manufacturer	X	X	X	X	X	X	X	X
Plumbing bond	X	X	X		X	X	X	
Plumbing contractor	X	X	X	X	X	X	X	
Registered employer electrical	X	X		X		X		
Registered employer plumbing	X	X		X		X		
Residential building contractor	X	X	X	X	X	X		X
Residential remodeler	X	X	X	X	X	X		X
Residential roofer	X	X	X	X	X	X	X	X
Certificate of exemption - builder	X	X	X			X		X
Certificate of exemption - remodel.	X	X	X			X		X
Certificate of exemption - roofer	X	X	X			X		X
Restricted plumbing contractor	X	X	X	X	X	X	X	
Sign contractor bond	X	X	X			X	X	
Technology systems contractor	X	X	X	X	X	X	X	
Water conditioning contractor	X	X	X	X	X	X	X	