

## **Status Definitions**

### **Approved**

- The applicant or renewing applicant met established certification program eligibility requirements and is now certified or recognized.

### **Denied**

- The applicant or renewing applicant did not meet established certification program eligibility requirements. For example, a firm tries to re-certify but an Owner or Officer lives outside of California – the application cannot be approved, so it is Denied.
- The applicant or renewing applicant did not respond to a Deficiency letter within 30 days.

### **Incomplete**

- The applicant is in the process of completing an application and has not submitted it.

### **Waiting for Review**

- Application has been received and is in the queue for processing by a Certification Officer.

### **Under Review**

- The application is assigned to a Certification Officer and is being reviewed to ensure program eligibility requirements are met.

### **Deficiency**

- Application was reviewed by a Certification Officer and a request was sent to the applicant or renewing applicant for additional supporting documentation before a decision can be rendered.

### **Deficiency Received**

- The applicant has responded to a Deficiency Letter by submitting additional requested documentation.

### **Cancelled**

- The applicant can Cancel an application at any time before a decision is made.
- Staff can Cancel an application (but not a certification) when needed; Usually because the application is incomplete and has had no activity for more than 90 days.
- In some cases, OSDS staff can cancel an application so the customer can start a blank application if needed.

### Revoked

- A currently approved certification is taken away by the OSDS.

### Withdrawn

- The firm requested in writing to Withdraw either their application or their certification. Examples include: going out of business, no longer wanting the certification, selling the business or no longer meeting eligibility requirements.

### Expired

- **Automatic** – A certification expires automatically if there is no action taken, such as re- certification, at the end of the certification period.
- **Early Re-Certification Approval** – A successful early re-certification usually ends the previous certification so the two certifications don't overlap. For example, a firm has a current certification through 6/30/2018, but their re-certification application is approved starting 6/4/2018 – the previous certification's status changes to Expired and its end date should truncate from 6/30/2018 to 6/3/2018. The new application's date range will be 6/4/2018 – 6/30/2020.
- **Discontinued** – A certification is discontinued when the firm no longer meets the eligibility requirements. The status is changed to Expired with a new end date.

### Suspended

- A firm has been suspended from doing business with the State for a specific amount of time.