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.
Governor Gavin Newsom

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Withdrawn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.