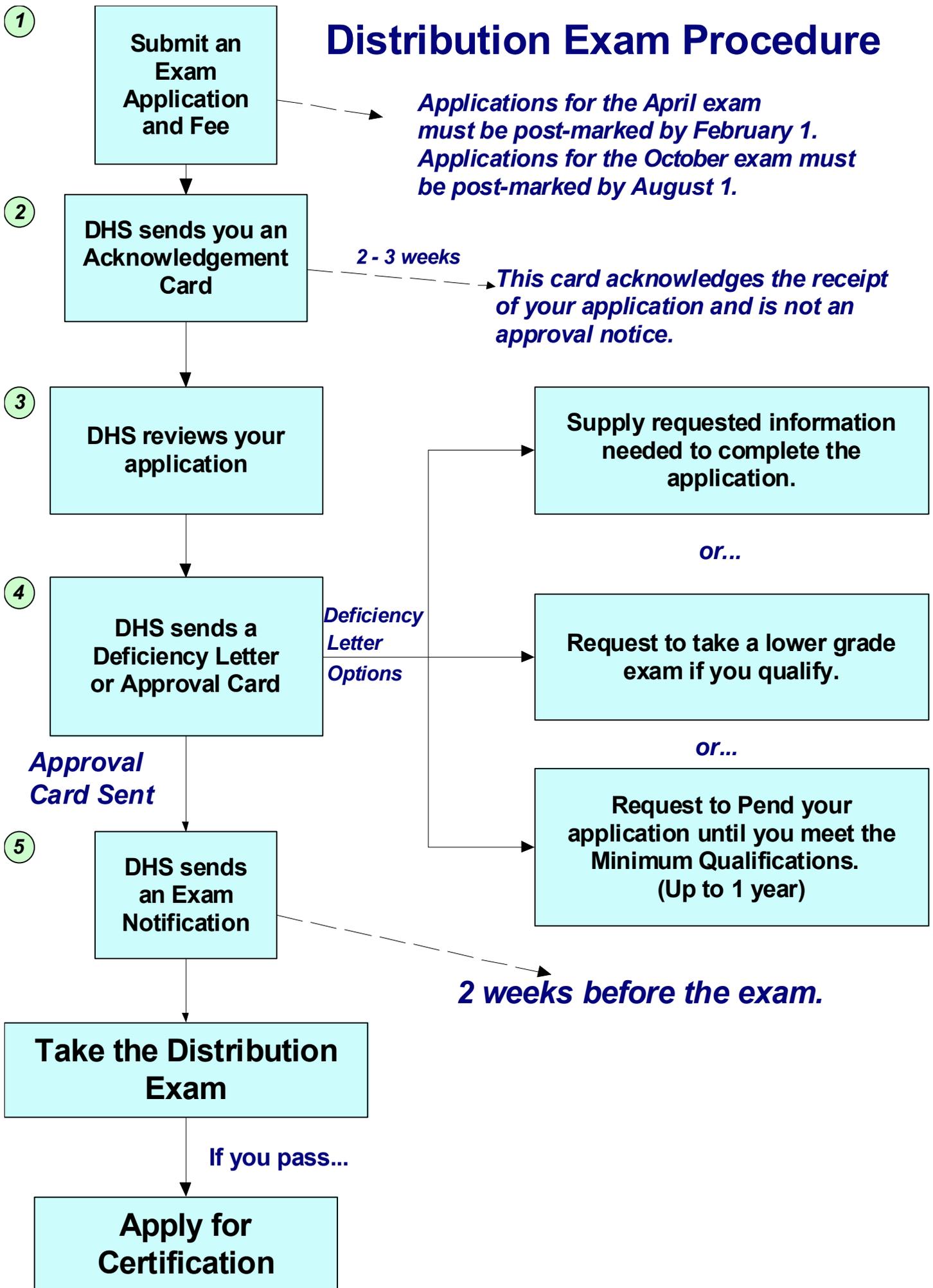


Distribution Exam Procedure



Distribution Certification Procedure

1

Submit a Certification Application and Fee

Applications can be submitted up to three years after the date you passed the exam. This allows you time to meet the experience requirements if necessary.

D1 & D2's do not require an application. Simply return the bottom portion of your Pass letter with the appropriate fee.

2

DHS sends you an Acknowledgement Card

2 - 3 weeks

This card acknowledges the receipt of your application and is not an approval notice.

3

DHS reviews your application

4

DHS sends a Deficiency Letter or approves application and sends Certificate.

Deficiency Letter Options

Re-apply after you have met the experience requirements. (You must do this within three years of the exam date).

or...

Supply the requested information needed to meet the certification requirements.

Application Approval

