Pursuant to §436B-9, Hawaii Revised Statutes, your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years. The failure to provide evidence of continued efforts includes, but is not limited to:

(1) failure to submit any required information and documents requested by the licensing authority within two consecutive years from the last date the documents and information were requested, or

(2) failure to complete any additional requirements for licensure that remain after approval of your application, such as attempting to complete an examination requirement, within two consecutive years from the date your application was approved, or

(3) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process.

If an application is deemed abandoned, the applicant shall be required to reapply for licensure and comply with the licensing requirements in effect at the time of the reapplication.

Frequently Asked Questions regarding Abandoned Applications

1) Q: If after receiving my application the board or program requests additional information, how much time do I have to provide them with the requested information before my application is deemed abandoned?

A: You have two years from the date the information is requested.

2) Q: If I am an applicant who is required to take a licensing examination in order to complete the licensing process and my application to take the licensing examination is approved, how much time do I have to complete the examination requirement before my application is abandoned?

A: You must make an attempt to take the examination within two years from the date your application is approved.

3) Q: What is meant by "attempt to take the examination?"

A: You must register and take the examination.

4) Q: If the statutes or rules of the boards or programs do not set time limits on taking and passing the examination, and the only requirement left for me to become licensed is to pass the examination, and within the two year period I should fail the examination, re-register for the examination, but fail again, will my application be abandoned because I could not pass the examination within two years?

A: Your application will not be abandoned because you would have demonstrated your efforts to take the examination by registering for and taking the examination.

(NOTE: Our office will only be notified of your efforts if you take the examination as a Hawaii candidate. Examination results will not automatically be provided to our office if you sit for the examination via another state board. Therefore, if you are in this situation, please arrange for the test results to be sent to us).

5) Q: What does it mean if my application is abandoned?

A: It means that your application is no longer valid, will be destroyed, and you shall be required to reapply and comply with the requirements for licensure at the time of the reapplication. To reapply, you must submit a new application and you will be required to comply with the licensing requirements and pay fees that are in effect at the time you submit your new application.

6) Q: Will you be providing a notice to me before my application is abandoned?

A: It is not required that we notify you before your application is abandoned. However, some boards and programs have taken the initiative to send out notifications.

7) Q: Will any of the documents that supplemented my first application be saved in case I need to reapply?

A: No. When you reapply, you will need to again provide us with documentation.

8) Q: Will the application fee that I paid with my first application carry over to cover the application fee for my new application?

A: No. You will be required to again pay the non-refundable application fee.

9) Q: If my application has not been destroyed does this mean that it has not yet been deemed "abandoned?"

A: No. Simply because an application has not been destroyed does not mean that it has not been deemed abandoned.

10) Q: If I am currently unable to complete the licensing process (eg., no continued effort), how do I prevent my application from being abandoned?

A: You have two years to complete the licensing process. However, if you are unable to show continued effort for two consecutive years but you still intend to complete the licensing process, you must send a written communication to the board or program **prior** to the two year expiration explaining why you are unable to complete the licensing process within two years. Your written communication shall also request approval to complete the licensing process by a specific date after the two year expiration. You will be advised whether your request is approved or disapproved. If disapproved, your application will be destroyed and you will need to reapply for licensure.

11) Q: Who do I contact to find out if my application is soon to be abandoned?

A: You may contact the Licensing Branch at (808) 586-3000.

Print Form

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.