UTAH DEPARTMENT OF COMMERCE

Division of Professional Licensing

RENEWAL/REINSTATEMENT FORM

LICENSE NUMBER	OCCUPATION / PROFESSION TITLE	RENEW	AL FEE	EXPIRATION DATE	REINSTATEMENTS							
Please fill in:	Certified Commercial Interior Designer	\$47.00		March 31 st of odd years	Additional fees are required after expiration. See reverse for details.							
\downarrow NAME AND AD	DRESS OF RECORD \downarrow	$\downarrow A$	DDRES	SS / PHONE CO	DRRECTION \downarrow							
lame:			ls this	s a new address	? □Yes □No							
ddress:												
			This info	ormation will be use	d for all correspondence							
ity: State: Zip: hone: () –			Box instead of a home address. If your address changes, notify DOPL directly. Do not rely on a postal service forwarding order. Submit changes to									
							mail:			doplwel	o@utah.gov	
							QUALIFYING QUES	TIONNAIRE Answer "YES" or "	'NO" for e	each ques	tion. Do not leave	e any question blank.
	ding, or fraudulent answers may result in los offenses such as driving while impaired or intoxicated must b											
1. Since	the last renewal or issuance of this license	have you p	led guilty to,	pled no contest to, be	en convicted of, made							
2. Since	 2. Since the last renewal or issuance of this license have you been charged with or arrested for any felony or misdemeanor in 											
Yes No any jurisdiction? Since the last renewal or issuance of this license have you surrendered or had any disciplinary action taken against a												
License to practice in a regulated profession?												
Yes No 4. Are you currently under investigation or is any disciplinary, administrative, or criminal action pending against you now by any agency?												
	O QUESTION 1, 2, 3 OR 4 ABOVE, SEE #1	A ON PAGE	TWO FOR	INSTRUCTIONS ON AD	DITIONAL REQUIREMENTS.							
 I am a foreign natio None of the above Driver's License or NOTE: If you do not hold	s citizen OR a non-citizen of the United nal not physically present in the United (please explain):	States ID/Licen	se Number esent a legi	E>	piration date							
AFFIDAVIT / SIGNA	TURE Read the following car	refully. S	ign below	or follow the instr	uctions as indicated.							
• I certify under penalty of p	erjury that I am a United States citizen or a											
or reinstatement of my lice	mpleted or will complete all renewal require ense. I understand that I may be subject to a	audit by DC	PL of havin	g met these requireme	ents.							
for the renewal or reinstate correct, and is free of frau and will be available for in	ne licensee described and identified in this a ement of this license. To the best of my kno d, misrepresentation, or omission of materia spection by the public, except with regard to rnment Records Access and Management	wledge, the al fact. I und o the releas	e informatior lerstand tha e of informa	n contained in this appl t this application will be tion which is classified	lication is complete and e classified as a public record							
Social Security Number												
Signature:		Date:			#1B on page 2 for instructions.)							
RENEWAL REQUIREMENTS Specific to your license:				Unlawful Conduct: Your license will automatically expire unless you renew it prior to its expiration								
under this chapter, a state cer certification cycle, shall compl by the Interior Design Continu hours shall primarily emphasiz	e <u>58-86-204</u> , as a condition for the renewal tified commercial interior designer, during e ete 20 hours of continuing education that is ing Education Council. At least 10 of the co ze health and safety. DO NOT submit docu are audited and requested to do so.	each two-ye offered or a ontinuing eo	ar state approved ducation	date. If your license e until a new license is Subsection <u>58-1-501</u> U.C.A., make it unlaw criminal offense to pr	expires you may not practice							

ADDITIONAL REQUIRED DOCUMENTATION

- A. If you answered "yes" to question 1, 2, 3, and/or 4 on the first page of this renewal, you must submit complete documentation including a personal narrative and any police arrest report, court docket, probation/parole officer report, diversion agreement, and/or plea in abeyance agreement for each and every arrest, charge, and/or conviction.
- B. If you cannot sign the Affidavit on the first of this renewal, you must submit a complete written explanation of why you cannot sign. If applicable, this explanation must include the reasons you have not or will not complete the continuing education requirements before the expiration or reinstatement of your license. DOPL personnel will reach a renewal decision on a case-by-case basis after a thorough review of your explanation. Additionally, you may be requested to provide additional information if the documentation submitted is insufficient.

CHECKLIST FOR TIMELY RENEWAL / REINSTATEMENT BY MAIL

- Answer all four of the certification questions on page 1 and provide additional documentation, if applicable (#A above).
- □ Sign the Affidavit on page 1 or submit a complete explanation of why you cannot sign (*#B above*).
- **D** Pay the correct fee. If reinstating a license after the expiration date, you must pay an additional reinstatement fee.
- □ Sign your check or money order. **DO NOT SEND CASH.** (*Make checks or money orders payable to "DOPL.*")
- □ Enclose documentation of your legal name change, if applicable.
- □ Mail all fees, forms, and documentation to DOPL at PO Box 146741, Salt Lake City, UT 84114-6741.

LEGAL NAME CHANGE: If your legal name has changed, you must verify the change by submitting a copy of a marriage certificate, divorce decree, court order, social security card, or contractor name change form. If your name change represents a new business entity, you must submit a new application for licensure before beginning practice as the new entity.

ADDRESS OR EMAIL CHANGE: You must keep your address current with DOPL, including your email address. You cannot rely on postal service forwarding. Submit changes online at <u>www.dopl.utah.gov</u>. (*If licensed as an entity, including sole proprietor, you must also notify the Utah Division of Corporations of any change: (801) 530-4849.)*

<u>TIMELY RENEWAL</u>: You are responsible to comply with all renewal / reinstatement requirements stated in statute and rule. Your license will automatically expire unless you renew it prior to its expiration date. Therefore, you are encouraged to immediately submit a completed Application for License Renewal / Reinstatement. You can save time by renewing online at <u>www.dopl.utah.gov</u> where you can immediately print out a confirmation of renewal.

<u>APPLICATION APPROVAL</u>: Your application will be approved unless you do not meet the renewal / reinstatement requirements or have engaged in serious misconduct. Licenses with specific requirements listed on page 1 of this form may be subject to audit by DOPL. Those selected for audit will be notified. Please note that DOPL reserves the right to initiate action at any time against a licensee who did not meet the renewal / reinstatement requirements at the time the license was issued.

NON-REFUNDABLE FEES: Renewal fees paid with this application are for processing your request for renewal of licensure and are non-refundable. Please be aware that simply paying the fees does not mean that your license will be automatically renewed unless you meet the current renewal requirements and thereby qualify for a renewed license.

REINSTATEMENT FEES: If you fail to timely renew your license, you will be subject to the following conditions:

- If you are reinstating your license within 30 days after the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$20.00 for **EACH** license being reinstated.
- If you are reinstating your license after 30 days and within two years of the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$50.00 for **EACH** license being reinstated. (*Reinstating Lien Recovery Fund members must also submit another \$50.00 in addition to any special LRF assessments.*)
- Fees are subject to change each July 1. If listed, the fees on the application are current at the time printed. Please verify the current fee at www.dopl.utah.gov if applying for reinstatement more than one year following expiration of your license.

NOTICE: If you fail to reinstate your license within two years of the expiration date of your license, you must submit a new application, meet current requirements for licensure, and pay the fees specified in subsection R156-1-308g (3). Contact DOPL for assistance if reinstating after two years of expiration.

<u>ON-LINE RENEWAL INFORMATION</u>: Most professional licenses can be renewed on-line at <u>www.dopl.utah.gov</u> by using a credit or debit card and a unique "Renewal ID Number" (similar to a pin number). This timesaving system allows for convenient license renewal. The updated license should be emailed to the email in your record on the next business day. Contact DOPL if you do not have a renewal ID number.

TAX ID NUMBER: The Tax ID Number for the Division of Professional Licensing is 87-6000545.