<u>Status Definitions</u>

Pending Applications:

(need supporting documentation provided within 90 days of submission)

1. **Submitted** – these are applications that have been submitted to the State but not yet been assigned to a Certification Officer for processing.
2. **Assigned** – these are applications that have been assigned to a Certification Officer but have not yet been processed.
3. **Additional Information Requested** – these are applications that a request for additional information or documentation was sent to the employer/consultant.
4. **Partner Verification Requested** – these are applications that a verification request has been sent to another agency.
5. **Response Provided** – these are applications that the request for either additional information or other agency verification has been returned and the application is ready to have the final determination completed.
6. **Expired Needs** – these are applications that a request for additional information was issued but there has not been a response received within 90 days of the request, the application will be denied.
7. **Expired Verifications** – these are applications that a verification request was sent to another agency but there has not been a response received within 90 days of the request, the application will be denied.

Completed Applications:

8. **Approved** – this is the number of approved applications.

9. **Denied** – this is the number of denied applications. Appeals for denials must be received within 1 year of the issuance date of the denial.