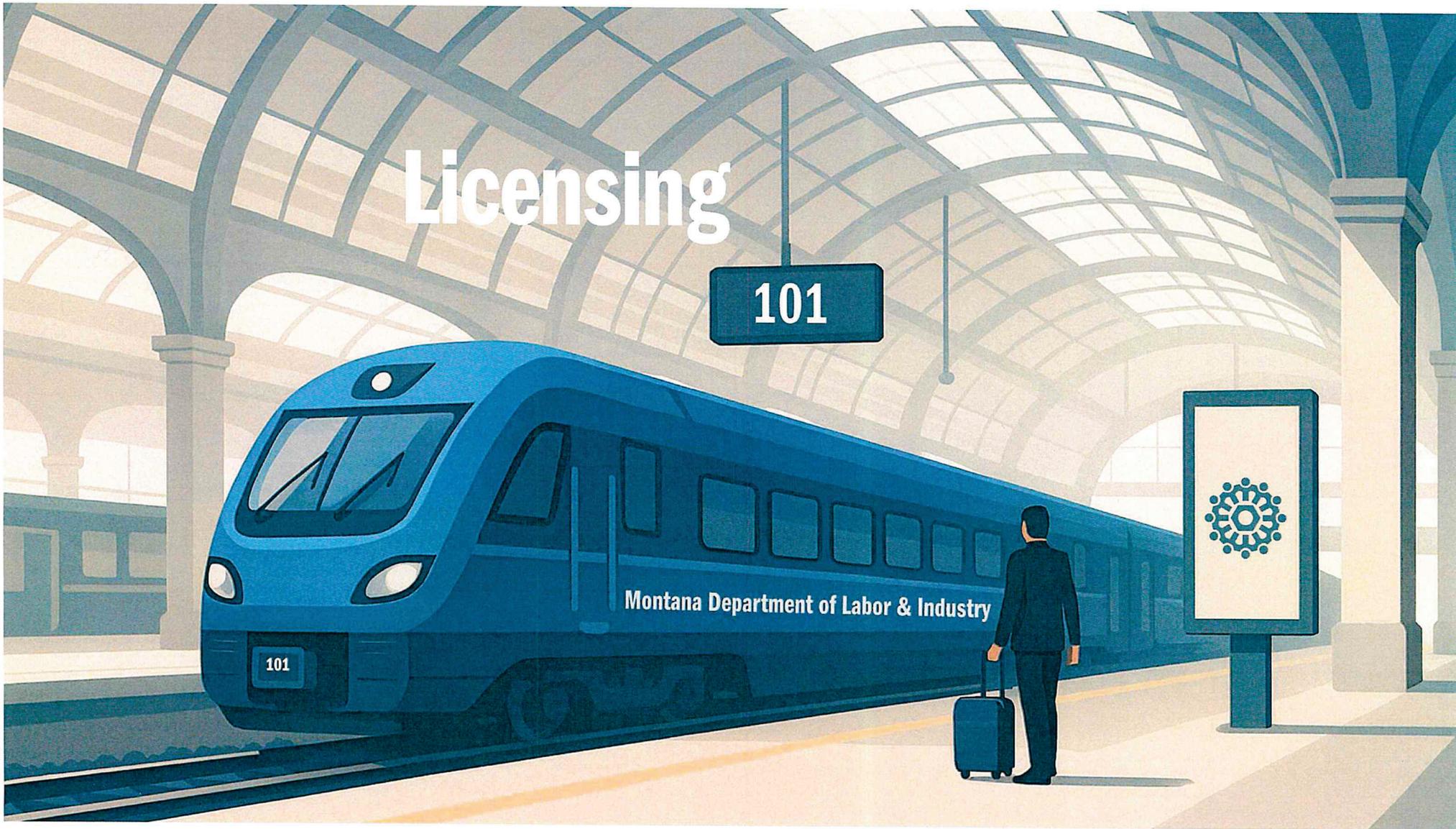


Licensing

101

Montana Department of Labor & Industry

101



Purpose

1. License Issuance
2. On-Going Compliance

- **Protect Public Health, Welfare and Safety**
 - Legislative finding that a profession can do harm
- **Efficient and timely licensing supplies business and industry in Montana with necessary workers.**
 - Licensed Professionals Must Meet Baseline requirements
- **Investigate Claims of Unprofessional Conduct or Unlicensed Practice**
 - Administer discipline against licensees up to, and including revocation

Licensing Bureau

24 Boards

- Allied Health Care Professionals
- Alternative Health Care
- Architects & Landscape Architects
- Barbers & Cosmetologists
- Behavioral Health
- Chiropractors
- Dentistry
- Electrical
- Funeral Service
- Massage Therapy
- Medical Examiners
- Nursing
- Nursing Home Administrators
- Optometry
- Outfitters
- Pharmacy
- Physical, Rehabilitative, and Developmental Health Care Professionals
- Plumbers
- Engineers and Land Surveyors
- Public Accountants
- Psychologists
- Real Estate Appraisers
- Realty Regulation
- Veterinary Medicine

17 Programs

- Boilers & Steam Engines
- Construction Blasting
- Construction Contractor
- Crane & Hoist Engines
- Doula
- Elevator Contractors, Mechanics, & Inspector
- Emergency Care Provider
- Fire Protection Equipment
- Genetic Counseling
- Hearing Aid Dispensers
- Home Inspector
- Independent Contractor Exemption Certificate
- Pediatric Complex Care Assistant Services
- Private Investigators, Private Security and Fire Entities, and Process Servers (Commonly “Private Security”)
- Professional Employer Organizations
- Property Managers
- Sanitarians

BOARDS

- Who Makes Decisions?
 - Governor Appointed Members
 - Subject Matter Expertise
- Quarterly Meetings for Action
- Application Review
- Discipline Review
 - (1) Investigation
 - (2) Review
 - (3) Decision at meeting
- Appeal Rights
- Board /Member Costs

PROGRAMS

- Who Makes Decisions?
 - Department Staff
- Subject Matter Expertise?
 - Contracted where necessary
- No Meetings Required to Act
- Application Review
- Discipline Review
 - (1) Investigation
 - (2) Review
 - (3) Decision
- Appeal Rights

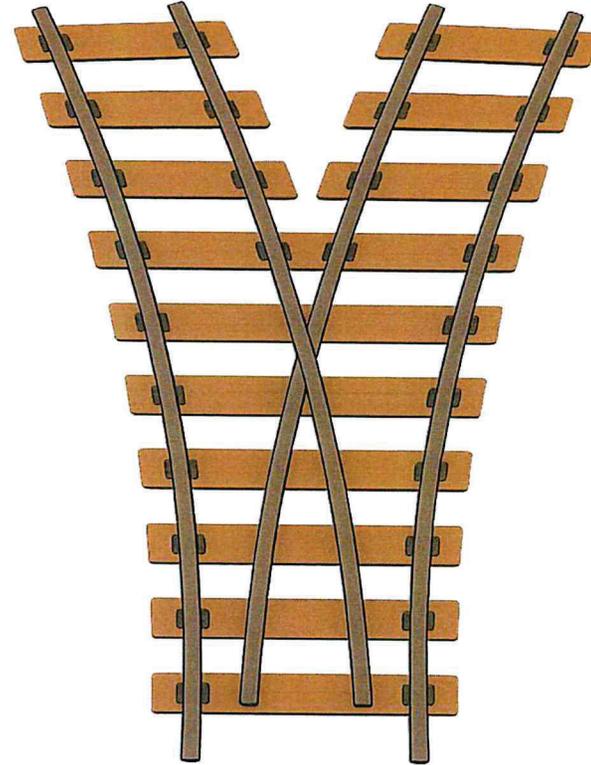
Exam v. Endorsement

Examination/Initial

- Not Licensed in Another State
- Required to Prove All Requirements
 - Education, Examination, Experience

Endorsement & Substantial Equivalency

- Existing Licensee in Another State
- Utilize Substantial Equivalency
 - Active License in another State
 - In Good Standing
 - No disqualifying issues
 - Compliance and Criminal History



Routine Applications

Application Submission

Initial Review

Deficiency Notification

Additional Information Submitted

Review

Issuance

Nonroutine Applications

Application Submission

Initial Review

Deficiency Notification

Additional Information Submitted

Review

Escalation to Executive Officer

Review by Executive Officer

Nonroutine Determination

Review by Board/Program

Approval or Denial

Issuance/Revocation



Applicant Perspective



Montana Department of
LABOR & INDUSTRY

Home

Start a New License Application

Print, Update, or Renew your License

Licensee Information

CE Providers

Get Help

Login

Recommended Browsers: The recommended browsers for this website are Google Chrome and Microsoft Edge.

Welcome to the Department of Labor and Industry Citizen Portal. Please note: this site is not hosted by the State of Montana. If you need assistance, please call us at (406) 444-6880 or you can email us at dlibsdhhelp@mt.gov.

Sign In

USER NAME OR E-MAIL:*

PASSWORD:*

[Forgot Password?](#)

SIGN IN

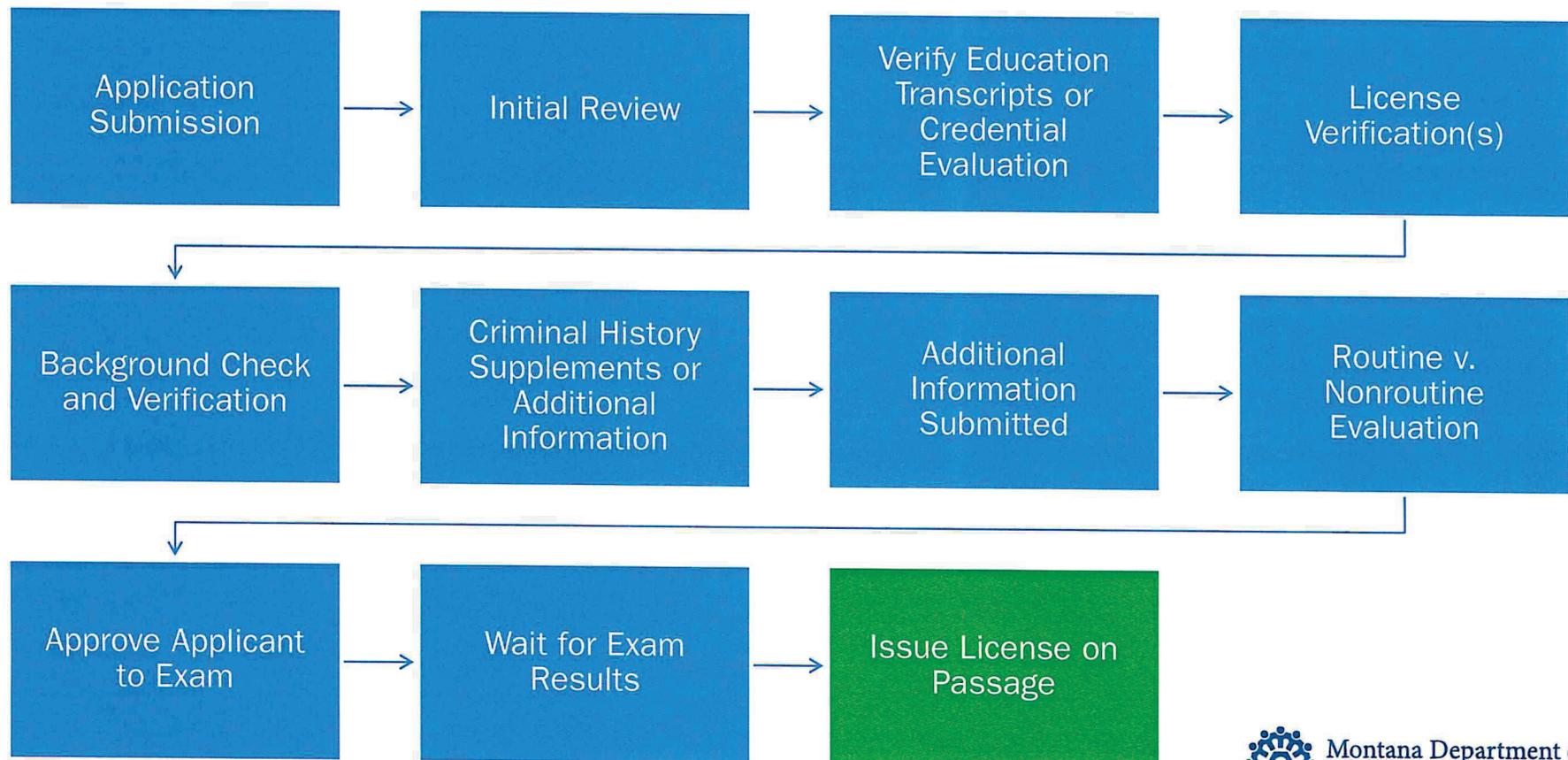
Remember me on this device

[Not Registered?](#)

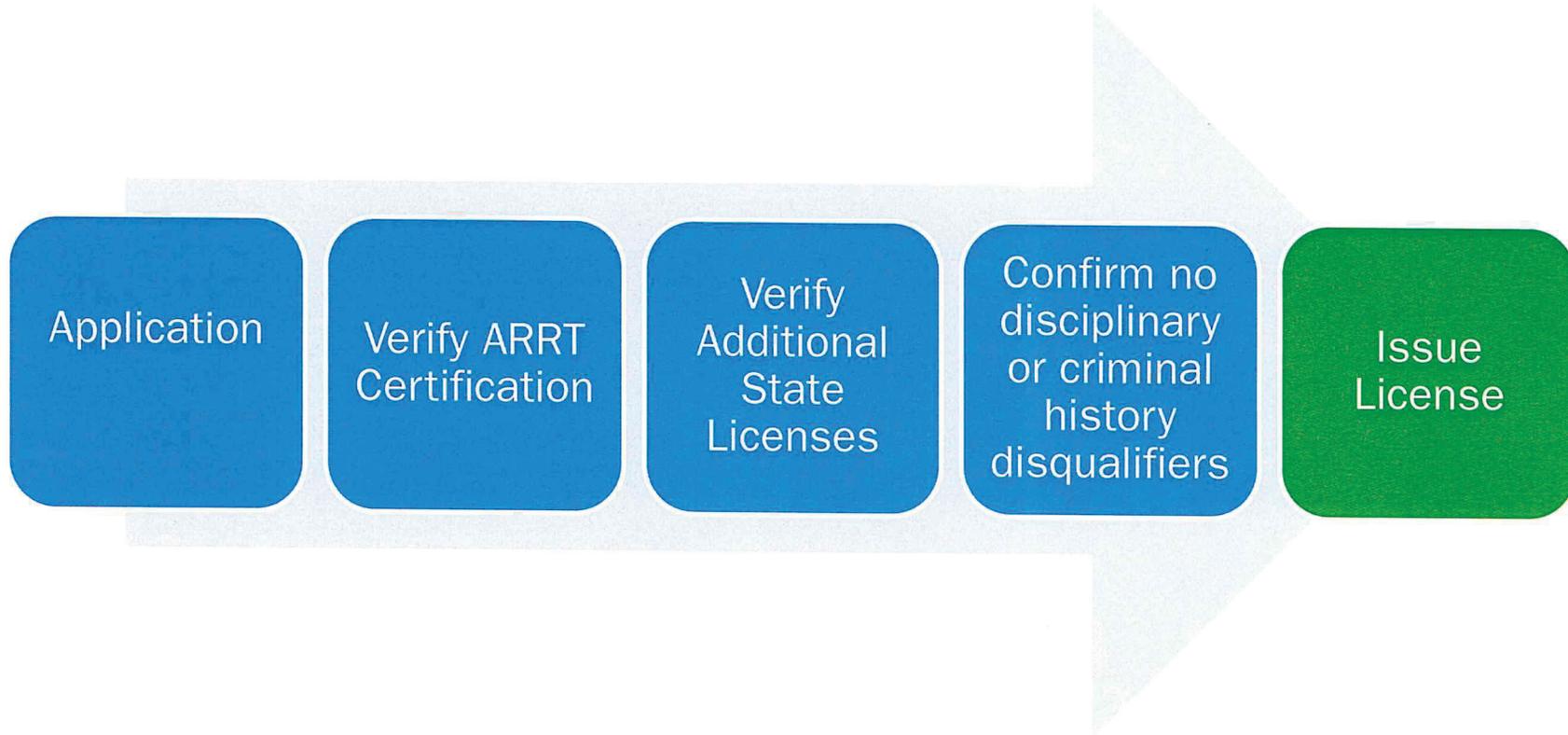


Montana Department of
LABOR & INDUSTRY

Nursing (RN) Application Process



Radiologic Technologist Application Process



Delays in Licensing

BACKGROUND CHECKS



ADDITIONAL PROCESS

- Submit Application
- Complete Applicant Rights/Consent Form
- Capture Fingerprints through Dept. of Justice (DOJ)
 - (1) Local Law Enforcement for Non-Criminal Check
 - Variable Timeline (4-6 weeks)
 - (2) Schedule an Appointment in Helena at DOJ
 - Averages 1 week – 2 weeks
- Results sent to DLI
- Examiner reviews for disqualifying results
- Notes licensing record and continues process

Other Common Delays

- License Verifications
 - Paper Verifications
- Transcripts
- Exam Results/Approvals
- Sign Offs
 - Supervised Hour Requirements
- Forms
- Criminal Justice Information
- Disciplinary Records



Takeaways

- Licensing is a Three-Player Game
- Application Types have Unique Qualifications
 - Delays in licensing are not unique
- Standardization in Processing is Helpful
- National Certifying Bodies can be Alternatives
- Nonroutine Applications add Significant Delays
 - Board meetings can delay applicants
- Requirements should Evolve

Customer Service
(406) 444-6880 or dlibsdhhelp@mt.gov



Kevin.Bragg@mt.gov
(406) 841-2390

