

**Application Review Committee**  
**(Adopted: September 18, 2009**  
**Amended March 4, 2011)**

The Application Review Committee is composed of at least three Board members, and has the authority to review applications and either approve an applicant's authority to serve statewide process or defer consideration to the full Board.

The Committee's decision to approve an applicant must be unanimous. The Committee must furnish to the deferred applicant a written statement by certified mail that includes notice of a review date for consideration by the full Board.

Board staff has the authority to review applications for certification and, where it is clear that an applicant meets requirements and there are no objections from the Board, staff will take action to issue certification. In this instance only, a Board member who is not serving on the Committee may object to a proposed applicant after the list has been posted, if the member notifies the Committee no later than three days prior to the scheduled Committee meeting. In that event the Committee will defer consideration to the full Board.

The Committee shall meet monthly and may meet by phone in accordance with the Board Telephone Meetings Policy.