

Items needed before board appearance can be granted:

- Credit Report on yourself from a Department of Business and Professional Regulation approved credit report agency. (attached)
- Proof of satisfaction of liens, judgments, and discharge of bankruptcy, if applicable.
- Experience Affidavit
- Work History Affidavit
- Copy of Drivers License
- Application for Board Processing
- \$25 Board Processing fee (cash, check, or money order)

Credit reports must be mailed directly to Okaloosa County Department of Growth Management from the credit agency.

NOTES:

*All items must be submitted to our office at least two (2) weeks prior to the scheduled Competency Board Meeting in order to be place on the agenda.

**The reference/book list can change without notice, please verify you have the updated list prior to purchasing materials.

After board approval you will need to register for the approved test through the licensing staff. Application for test must be submitted to Growth Management at least one (1) week prior to cut off date on testing agency's exam schedule.