

Chapter II LICENSING BY EXAMINATION

Section 1. **Application for Examination.** Applications for examination shall be made to the Board on the prescribed form accompanied by the appropriate fee at least fifteen (15) days before the examination is to be given.

Section 2. **Failure to Pass.**

(a) An applicant who fails an examination shall be required to retake the entire phase of the examination failed.

(b) Failing applicants shall reapply and pay the appropriate fee before being permitted to retake the examination.

(c) Any failing applicant who does not retake and pass each phase within one year of failing the exam shall be required to retake the entire exam.

(d) No applicant failing the examination is entitled to a license.

(e) An applicant from another state that does not require a board administered practical exam and has passed the same Nationally Standardized Theory Exam as required in Wyoming, will be required to take the practical phase of the exam only.

Section 3. **When Eligibility is Unclear.** If the Board is unable to ascertain from documents submitted by the applicant that the applicant is eligible for examination or licensure, the Board may require the applicant to provide additional documentation or information deemed by the Board as necessary to make that decision. Oral interviews may be requested.

Section 4. **Notification of Applicants and Right of Appeal.** If the Board approves the applicant's initial application, this finding will be communicated in writing to the applicant along with information and instruction for sitting for the examination. If the applicant is denied on the basis of initial application materials, the reasons for this rejection shall be communicated in writing. The applicant shall have the right of reconsideration based on submission of new information and/or an appearance before the Board with the opportunity to demonstrate to the Board that they meet the licensure requirements.