

# Licensing and Registration

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## Mission

To protect the economic welfare, health, and peace of the people of Indiana through appropriate licensing.

## Summary of Activities

The Business Services Division of the **Office of the Secretary of State** administers activities including the chartering of new businesses, the filing of secured transaction liens under the Uniform Commercial Code (UCC), and the issuance of trademarks, notaries public, and summonses.

The **Alcoholic Beverage Commission** regulates the manufacture, sale, possession and use of alcoholic beverages through the licensing and registration of permits. A total of 76 different types of permits are administered. A staff of nine is assigned to process approximately 10,000 retailer and dealer permits and 45,000 employee (bartender) permits each year. In addition, one permit processor and supervisor are dedicated to industry permits, such as out-of-state wineries and temporary catering events.

The **Department of Insurance** monitors and regulates insurance companies and agents through licensing and registration. The Company Records Division processes applications for licensure to conduct business in Indiana, while the Agent Licensing Division is responsible for issuing resident and non-resident agent and agency insurance licenses for issuing resident and non-resident insurance agent and agency insurance licenses.

The **Professional Standards Board** (PSB) certifies the licensure of all K-12 teachers in Indiana. Teachers must obtain a post-secondary degree from an approved higher education curriculum, pass a licensing examination, and pursue continuing education.

The **Gaming Commission** issues licenses in three separate areas: the gambling operation itself (a riverboats owner's license); vendors of gaming equipment and other specialized providers of goods and services (a supplier's license); and all substantial owners, key persons and individuals employed to work on a riverboat or employed in positions that are involved with the revenue obtained from gambling activities or the tax that is to be paid as a result of those activities (an occupational license). Licenses are granted only after background investigations are conducted by the Gaming Enforcement Division of the **Indiana State Police** establishing that the applicant is suitable for the license.

The **Department of Revenue** (DOR) is entrusted with the licensing of charity gaming activities for qualified not-for-profit organizations. These activities include bingo, festivals, charity game nights, raffles and door prizes. DOR is also entrusted with the licensing of manufacturers and distributors who sell materials used by qualified organizations. Motor fuel tax licensing is another function of the DOR. The Motor Fuel Tax Section provides license credentials for various fuel distributors, while the Motor Carrier Services Division regulates the international vehicle registration plan, commercial driver's licensing, oversized & overweight vehicle permitting and safety and insurance registrations.

The **Health Professions Bureau** (HPB) provides administrative support and services for 25 Boards and Committees, including Athletic Trainers, Chiropractors, Dentists, Dietitians, Environmental Health Specialists, Health Facility Administrators, Medical, Nursing, Optometry, Pharmacy, Podiatry, Psychology, Social Language Pathology & Audiology, Veterinary, Hearing Aid Dealers, Hypnotists, Occupational Therapy, Physical Therapy, Physicians' Assistants and Respiratory Care. HPB staff processes all license applications and renewals, and maintains information for verifications of license standing to the health care community and the public. The HPB administers examinations for many of the professions and conducts background research on license applicants.

The **Professional Licensing Agency** (PLA) tests the proficiency of potential licensees, maintains and updates vital information on licensed persons and businesses, and provides regulatory functions for thirteen professions. The PLA oversees the Auctioneer Commission, Boxing Commission, Funeral and Cemetery Service Board, Board of Accountancy, Plumbing Commission, Private Detective Licensing Board, Real Estate Appraiser and Certification Board, Real Estate Commission, Board of Registration for Architects, Board of Barber Examiners, Board of Cosmetology Examiners, Board of Registration for Professional Engineers, and the Board of Registration for Land Surveyors.

## External Factors

With the wide variety of licenses and registrations that fall within this program, external factors affecting Licensing and Registration activities are numerous. One consistent factor across all agencies performing these functions is growth. The continued increase in volume of licenses and registrations processed results in increased services provided by the agencies.

## Evaluation and Accomplishments

The Office of the Secretary of State enabled citizens and businesses to search databases and print certificates via the Internet.

The ABC implemented a new database to process all permits, improved interactions with local regulatory boards, and initiated a host of procedural changes to simplify and improve the permit process.

During the five years of riverboat operation, the Gaming Commission has issued in excess of 35 suppliers' licenses and over 15,000 occupational licenses. The Horse Racing Commission instituted a simplified licensing process that allows owners renewing their licenses to complete the process, including receiving a new photo ID badge through the mail, without visiting the track, and at no cost. In 1999 Indiana was the first and only state in the country to allow this process of licensure. The Professional Standards Board received federal funds for the implementation of a new teacher certification process that will be more aligned with classroom teaching skills, continuing education, and Indiana's new academic standards.

The Health Professions Bureau recently converted its activity to a new computer system that allows for much quicker issuance of license renewals and allows for greater coordination of all activities, including license verifications and the disciplinary process. The Professional Licensing Agency also implemented a new computer software program. With this new system, each PLA employee is able to service more licenses and print licenses on a daily basis, instead of once a week. This allows the licensees to begin working in their chosen profession as quickly as possible.

“The Indiana Racing Commission has come up with another triumph of common sense. First they did away with a state license fee, and now – thanks to full utilization of technology – they have taken licensing to the living room. Everyone in racing should send them a thank you note. This is a dramatic and tremendously significant move likely to impact all licensing of the future.”

– Stanley F. Bergstein, Executive Vice President, Harness Track of America

