



MEMORANDUM

DATE	January 18, 2024
TO	Board Members
FROM	Terri Thorfinnson, Administrative Program Manager
RE:	Administrative Services Update

Administrative Services

Quarter 1 and Quarter 2 of fiscal year 2023-2024 were busy quarters for both license renewals and Fictitious Name Permit (FNP) renewals. The number of License renewals vary based on how many licensees were issued licenses in particular months. In contrast, Fictitious Name Permits all expire in the month of December each year and for that reason quarter 2 has the largest number of renewals. As you can see below, staff slightly brought down their processing times in quarter 2 for both license types.

Physician and Surgeon Renewal and Fictitious Name Permit Quarters 1 and 2 Statistics

License Renewals and Fictitious Name Permits and Renewals

Fiscal Year 2023-2024

Q1 (July-September 2023)

Total # Received		Processing Times (days)
Physician and Surgeon Renewals	1,691	27
Fictitious Name Permits	31	4
Fictitious Name Permit Renewals	13	4

License Renewals and Fictitious Name Permits and Renewals

Fiscal Year 2023-2024

Q2 (October-December 2023)

Total # Received		Processing Times (days)
Physician and Surgeon Renewals	1,882	23
Fictitious Name Permits	33	3
Fictitious Name Permit Renewals	898	5