

RESOLUTION

WHEREAS, is it necessary for the Occupational Licensing Review Commission to adopt a resolution detailing the processes, procedures and timelines that will govern the submission of proposed occupational regulations by occupational licensing boards:

NOW, THEREFORE, BE IT RESOLVED BY THE OCCUPATIONAL LICENSING REVIEW COMMISSION, that the following shall be the definitions, processes, procedures and timelines that will govern the submission of proposed occupational regulations by occupational licensing boards:

1. *Definitions.*

- A. OLB(s) – Occupational Licensing Board(s).
- B. Commission – Occupational Licensing Review Commission.
- C. Rule Submission – Any filing made with the Secretary of State’s Office as required by Mississippi Code Annotated Section 25-43-1.101, *et seq.*, consisting of an occupational regulation defined by Miss. Laws, 2017, ch. 415, § 3. H.B. 1425.
- D. Submission – Any documents required to be submitted to the Commission.

2. *Rule Submission Required.* OLBs must submit any proposed rule submission to the Commission before the OLB may submit the rule submission to the Secretary of State’s Office for public comment as required by Mississippi Code Annotated § 25-43-3.103. The OLB may submit the rule submission to the Secretary of State’s Office for public comment once it has been submitted to the Commission.

OLBs must also submit any adopted rule to the Commission before the OLB may submit the rule submission to the Secretary of State’s Office as a final rule as required by Mississippi Code Annotated § 25-43-3.109. The submission shall summarize any changes made to the proposed rule or otherwise indicate that no changes were made. The submission shall also include any comments received during the comment period or recording or transcript of any oral proceeding. Approval of the proposed rule by the Commission must be obtained before the OLB may file the rule submission as a final rule with the Secretary of State’s Office.

For emergency rules that are required to be filed with the Secretary of State’s Office under the authority of Mississippi Code Annotated § 25-43-3.108, concurrent submission to the Commission is required upon initial filing.

3. *Other Submissions Required.* Any rule, regulation, restraint, practice, or policy that allows an individual to use an occupational title or work in a lawful occupation including registrations, certifications, and occupational licenses must be submitted to the Commission before it becomes effective.

4. *Medium and Manner of Submission.*

- A. OLBs shall submit all documents electronically to the Commission.
- B. A rule submission shall include a PDF version of all forms required to be filed with the Secretary of State's Office and a PDF version of the proposed rule text as it is required to be filed with the Secretary of State's Office.
- C. All submissions other than rule submissions shall include a PDF version of the rule, regulation, restraint, practice, policy, registration, certification, or occupational license for which the OLB is seeking approval.
- D. All submissions, including rule submissions, shall include a separate PDF document that includes a short explanation of the state policy with which the submission is in compliance. However, this is not required for emergency rules filed under the authority of Mississippi Code Annotated § 25-43-3.108.
- E. All submissions, including rule submissions, shall include the contact information for the person responsible for the submission including that person's name, email address, and telephone number.
- F. All submissions shall be sent to admin@olrc.ms.gov for filing with the Commission.
- G. For submissions that are too large to submit through email, the submission must be made through readily usable electronic storage media such as a compact disc or a jump drive. Further, both storage media and any outer cover for the media must contain the following information:
 - a. Occupational Licensing Board name,
 - b. Contact person,
 - c. Phone number, and
 - d. Email address.

The electronic storage media must be delivered to the following address:

Governor's Office

Attn: Occupational Licensing Review Commission

P.O. BOX 139

Jackson, MS 39201

- H. The Commission shall issue an email response to the OLB acknowledging receipt of the submission.

5. *Review by Commission.* All submissions shall be reviewed by the Commission and shall be either approved, disapproved, disapproved with suggested amendment, or the OLB will be allowed to withdraw for revision.

6. *Approval by Commission.* All approved submissions shall be listed in a Resolution passed by the Commission. The Resolution shall include the date, the name of each OLB, and a description of each approved submission. The Resolution shall be sent to the OLB whose submission has been approved.

7. *Disapproval by Commission.* OLBs whose rules have been disapproved by the Commission shall receive an email response stating that the submission has been disapproved or disapproved with suggested amendment.