

# Product Registration (PR) Application Process Steps & Statuses



## Draft

- The PR sits in this status until the final 'submit' button is pushed

## Submitted

- Applicant has completed & submitted application through portal and is prompted to pay application fee
- Staff reviews the application in the order it was received
- If the submission is for a renewal application, it will be prioritized

## Incomplete

- Staff sends RFI (Request For Information) to Applicant. Applicant can expect to receive a Request for Information within 30 calendar days of application submission date.
- Applicant is directed to the application portal with a list of what is missing or insufficient and instructions for how to complete their application

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## Resubmitted

- This status is prioritized
- Applicant updates their application and resubmits it for further review.
- Staff reviews the new/updated information.
- Applicant can expect re-review within 14 calendar days.
- Applicant can expect staff to send an additional RFI if needed, within 14 calendar days.

## Under Review

- Something unexpected has come up. Issues such as advertising, testing issues, or others might be the cause. Applicants should check their email in case the CCB has reached out.

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## Amendment Approved/Rejected

- These are currently the only statuses for amendments besides Under Review
- Approval allows applicants to move forward with changes
- Rejection requires applicants to re-apply or reach out for information

## Registered

- Applicant can expect that an application can be Registered, 30 calendar days from the last resubmission.