

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
- Effective 7/25/24 any PRs left in 'incomplete' status for over 60 days will be denied.

Product Registration (PR) Application Process Steps & Statuses



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.

Product Registration (PR) Application Process Steps & Statuses



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.