

ANNOUNCING

CHANGE IN CERTIFICATE OF FITNESS (COF) APPLICATION SUBMISSION PROCESS

In accordance with Section 12-58-1, Hawaii Administrative Rules (HAR), a revised application for Certificate of Fitness for Explosives with new submission requirements is enclosed. Also enclosed is a draft of the revised Chapter 12-58, HAR, which is awaiting approval by the Governor, to be effective before January 2003.

Examinations will continue to be offered only on the last Wednesday of each month. Completed applications must be received **before** the first day of the month for which the applicant desires to be tested. If applicants desire to take the examination in another month, they may do so provided the criminal background check was performed within 6 months of the examination date.

Completed renewal applications **must** be submitted within **120 days** before your expiration date; however, applications will be reviewed only on the first day of each month. If approved, the COF with its new expiration date will be mailed to the applicant via U.S. Postal Service. Renewal applications must be submitted annually. If the application is received **90 days or more** after the expiration date of the COF, the applicant will be notified that they must: submit a new application, resume, and written reference; take the written examination; and pay the new application fee of One Hundred Fifty and 00/100 Dollars (\$150).

Enclosed is the application packet for new and renewal COFs, including the instructions.

January, 2003