



CHALLENGE COURSE APPLICATION USER GUIDE

Office of Public Safety and Inspections

What this document is for

Use this document when you are applying for a license to run a Challenge Course or to register, certify, or renew, or if you are updating information or paying fees.

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Accessing the IPS Customer Portal

The “IPS Customer – User Registration” screen is accessed from the OPSI website @ www.mass.gov/dpl/opsi.

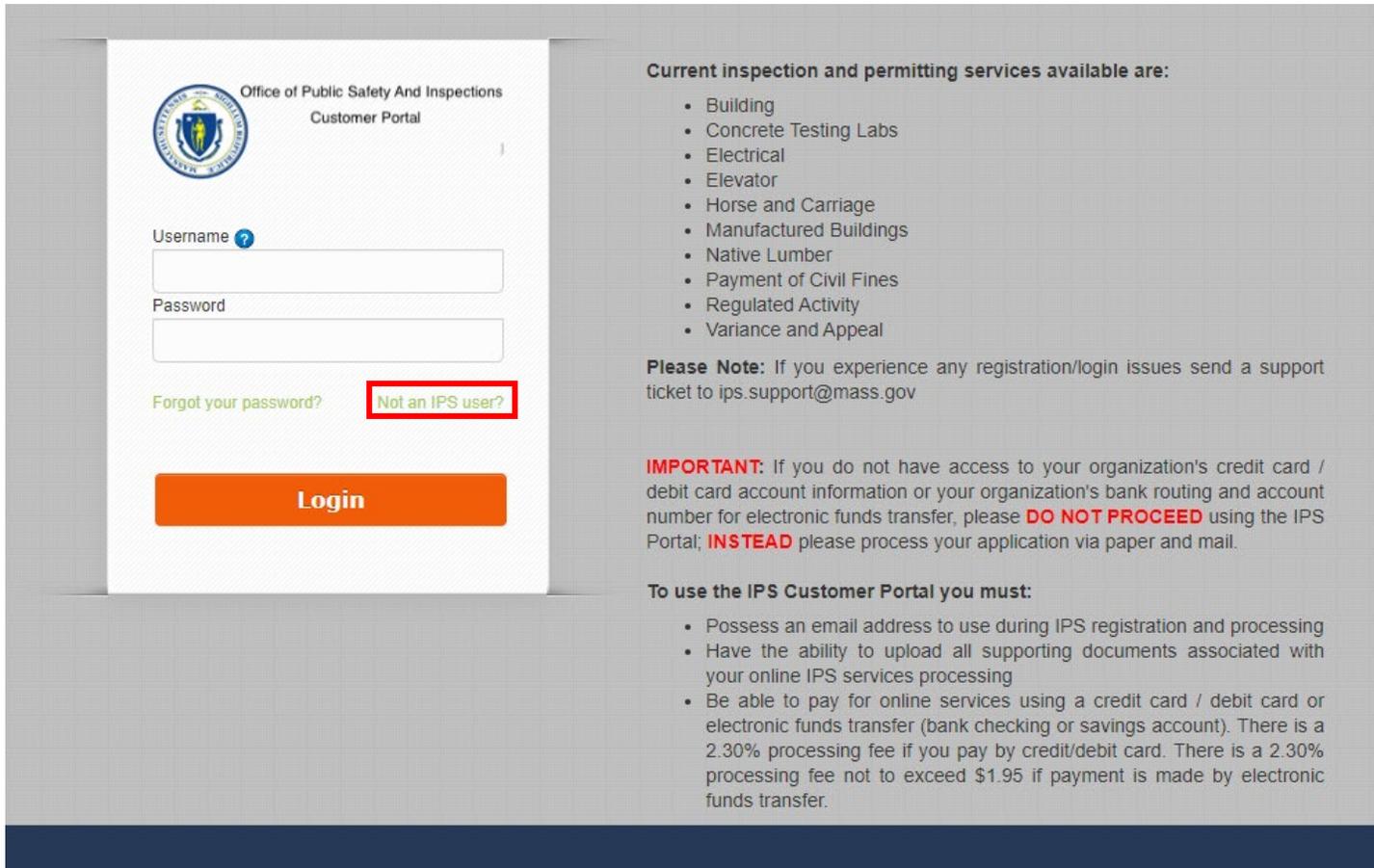


Customer Registration Screen

If you do not have an account on the OPSI Customer Portal, create one.

You will need an account to submit your amusement inspection request through the Customer Portal. If you already have an account, skip to the next section.

1. Click this link [OPSI Customer Portal](#) to go to the Portal login page.
2. On the Portal login page, click **Not an IPS user?**



Office of Public Safety And Inspections
Customer Portal

Username 

Password

[Forgot your password?](#) **Not an IPS user?**

Login

Current inspection and permitting services available are:

- Building
- Concrete Testing Labs
- Electrical
- Elevator
- Horse and Carriage
- Manufactured Buildings
- Native Lumber
- Payment of Civil Fines
- Regulated Activity
- Variance and Appeal

Please Note: If you experience any registration/login issues send a support ticket to ips.support@mass.gov

IMPORTANT: If you do not have access to your organization's credit card / debit card account information or your organization's bank routing and account number for electronic funds transfer, please **DO NOT PROCEED** using the IPS Portal; **INSTEAD** please process your application via paper and mail.

To use the IPS Customer Portal you must:

- Possess an email address to use during IPS registration and processing
- Have the ability to upload all supporting documents associated with your online IPS services processing
- Be able to pay for online services using a credit card / debit card or electronic funds transfer (bank checking or savings account). There is a 2.30% processing fee if you pay by credit/debit card. There is a 2.30% processing fee not to exceed \$1.95 if payment is made by electronic funds transfer.

Licensed companies must enter their name under the **Company Information** as it is listed on their license and hit the **Search** button. If the record exists, please select the correct record which will populate the remaining fields. To move forward, please hit the **Submit** button. If you experience any issues locating your record, please contact the IPS support team at ips.support@mass.gov.

User Registration	
User Information	
User Type  <input type="text" value="--None--"/>	Street Number and Name <input type="text"/>
First Name <input type="text"/>	City <input type="text"/>
Last Name <input type="text"/>	State <input type="text"/>
Email <input type="text"/>	Postal Code <input type="text"/>
Phone <input type="text"/>	Country <input type="text"/>
Additional Information	
Comments <input type="text"/>	
Company Information	
Name <input type="text"/>	Street Number and Name <input type="text"/>
Email <input type="text"/>	City <input type="text"/>
Phone <input type="text"/>	State <input type="text"/>
	Zip Code <input type="text"/>
<input type="button" value="Clear"/> <input type="button" value="Search"/>	

User Registration Success Page

Once registered with the IPS, an email with a temporary password will be sent and the following Registration Success page will be displayed on the portal.

The screenshot shows the top navigation bar with the Department of Public Safety logo and the text "Department Of Public Safety Inspections and Permitting System (IPS) Customer Portal" and "Mass.gov". Below this is a light blue banner with the heading "Registration Success". The main content area contains a green message: "Thank you for registering for MA Department of Public Safety - Inspections & Permits System. A temporary password has been emailed to the email address provided during registration. Please access the system and update your password." Below the message, it states "This page will automatically redirect to MADPS website in 30 seconds". The footer includes "© 2011 Commonwealth of Massachusetts" and "Site Policies | Contact us".

Customer Portal Home Screen

Login

When a user successfully logs-into the system a home screen is displayed (similar to the screen shot below).

The screenshot shows the home screen of the Office of Public Safety and Inspections Customer Portal. The top navigation bar includes the logo, "Office Of Public Safety and Inspections Inspections and Permitting System (IPS) Customer Portal", and "Mass.gov". A "Home" link is visible. Below the navigation bar is a row of application buttons: "Apply for Amusement Event", "Apply for Permit", "Apply for Permit Extension/Renewal", "Apply for Plumbing & Gas Product Acceptance", "Apply for License/Registration/Certification", "Apply for Inspection/Add Overtime", and "Apply for Variance/Appeal". A search filter section includes "From:" and "To:" date pickers (mm/dd/yyyy) and "Apply Filter" and "Clear Filter" buttons. The main content area is divided into two sections: "Pending Applications" and "Rejected Applications-Action Required". Both sections display "There is no data to display." and provide links to "View Additional Permit Applications", "View Additional License Applications", and "View Additional Inspection Applications". On the left side, there is a sidebar with "Welcome, Cesar Amusement LLC", "My Profile | Logout", "Messages and Alerts" (with contact information for DPS - IPS System Admin), and a "Search IPS" section with a "Search By" dropdown and a "Search IPS" button.

Apply for License/Registration/Certification

Select the **Apply for License/Registration/Certification** button to start a new Challenge Course application.

The screenshot shows the home page of the Office of Public Safety and Inspections (IPS) Customer Portal. The header includes the logo and the text "Office Of Public Safety and Inspections Inspections and Permitting System (IPS) Customer Portal" and "Mass.gov". A navigation bar contains several buttons: "Apply for Amusement Event", "Apply for Permit", "Apply for Permit Extension/Renewal", "Apply for Plumbing & Gas Product Acceptance", "Apply for License/Registration/Certification" (highlighted in red), "Apply for Inspection/Add Overtime", and "Apply for Variance/Appeal". Below the navigation bar, there are sections for "Welcome, Cesar Amusement LLC" with links for "My Profile" and "Logout", and "Messages and Alerts". A search bar is also present. The main content area shows "Pending Applications" and "Rejected Applications-Action Required" sections, both indicating "There is no data to display." and providing links to "View Additional Permit Applications", "View Additional License Applications", and "View Additional Inspection Applications".

On the next screen, Select **Challenge Course License**.

The screenshot shows the "Type Selection" screen in the IPS Customer Portal. The header is the same as the previous screenshot. The main content area is titled "Type Selection" and contains a "Select Type" section. A dropdown menu is open, showing three options: "Amusement License" and "challenge course license" (highlighted in red). The "Type" field is currently set to "--Select--".

After selecting **Challenge Course License**, the "Sub Type" of Challenge Course License should be selected. Click **Next** to continue.

The screenshot shows the "Sub Type" selection screen in the IPS Customer Portal. The "Type" dropdown is set to "challenge course license". Below it, the "Sub Type" section has a radio button selected for "challenge course license". A "Next" button is visible at the bottom right of the form.

To Renew an Existing License

On the next screen, enter your **License Number (MA-###)** and hit **Search** to renew a specific license. If you wish to access all licenses under your account, enter **MA** and hit **Search**.

Enter your License Number (MA-###) or enter "MA" and click Search to view all your licenses. For a new license application, click Search only.

Enter License Number:

To Start a New License Application

If you wish to enter a new license, leave the search box empty and hit **Search** only. The **Apply for a New Challenge Course License** check box will appear. Click on the check box and hit **Next**.

Enter your License Number (MA-###) or enter "MA" and click Search to view all your licenses. For a new license application, click Search only.

Enter License Number:

To apply for a new license, select 'Apply for a New Challenge Course License' below and click Next.

Apply for a New Challenge Course License

Submitting a New License Application

Fields highlighted in **RED** are required and your application will not move forward unless these fields are complete.

Owner/Company Information			
Full Name of Company	<input type="text"/>	Full Name of Company Owner	<input type="text"/>
Contact Person	<input type="text"/>	Contact Title	<input type="text"/>
Contact Email	<input type="text"/>	Contact Phone No	<input type="text"/>
Company Website Address	<input type="text"/>		
Company Address			
Street	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text" value="Massachusetts"/>		
Zip Code	<input type="text"/>		
Trained Challenge Course Manager's Information			
Name of Manager	<input type="text"/>	Phone No	<input type="text"/>
Email	<input type="text"/>		
Address			
Street	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text" value="Massachusetts"/>		
Zip Code	<input type="text"/>		
Qualified Course Professional Information			
Full Name	<input type="text"/>	Phone No	<input type="text"/>
Email	<input type="text"/>		
Address			
Street	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text" value="Massachusetts"/>		
Zip Code	<input type="text"/>		

Adding Challenge Courses

To enter your elements, you must first enter the **Name of Challenge Course**. If you have multiple challenge courses, enter each course with a unique name. Click **Add Course** and the information will be listed under the **Added Challenge Courses** window (see below).

Challenge Course

 You must add at least one challenge course to be able to proceed with your application.

Name of Challenge Course

Added Challenge Courses

Actions	Name of Challenge Course
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Beacon
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Bunker
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Savin

Once each challenge course has been entered, elements can be entered by typing the **Name of Belayed Course Element** and associating it to the **Name of the Challenge Course**. Click **Add Element** and the information will be listed under the **Added Challenge Course Elements** window (see below).

Added Challenge Courses

Actions	Name of Challenge Course
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Beacon
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Bunker
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Savin

Challenge Course Element

 You must add at least one element to be able to proceed with your application.

Name of Challenge Course

Name of Belayed Course Element

Added Challenge Course Elements

Actions	Name of Challenge Course	Name of Belayed Course Element
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Beacon	Climbing Wall
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Beacon	Multivine
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Beacon	Zip Line
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Bunker	Cargo Net
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Bunker	High Beam
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Savin	Lilly Pads
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Savin	Centipede
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Savin	Flying Squirrel

Adding Challenge Course Staff

Enter the **Challenge Course Staff Name** and select their **Role**. When done, hit the **Add Staff** button and the information should appear under the **Added Trained Challenge Course Staffs** window. Repeat steps until all challenge course staff members have been entered.

SIN	Name of Staff	Role of Staff
1	Jane Doe	Challenge Course Manager
2	William Doe	Challenge Course Staff
3	Mary Doe	Challenge Course Staff
4	Tom Doe	Challenge Course Staff Assistant

When all information has been entered, hit the **Save & Next** button to move forward.

Supporting Documents

Upload the required documents to their corresponding category. To acquire current licensing documents, please visit <https://www.mass.gov/amusements-challenge-course-climbing-wall-and-inflatables-licensing>. When finished, hit the **Save & Proceed** button to move forward.

Document Name	Action
Certificate of Insurance or if Self Insurance Download Proof of Self Insurance Form Here	Choose File No file chosen
Certified Inspector's Full Report	Choose File No file chosen
Certified Inspector's Summary Report	Choose File No file chosen
Staff Training Plan	Choose File No file chosen
CORI Request Form for Company Owner	Choose File No file chosen
CORI Policy Procedure	Choose File No file chosen
Site Plan	Choose File No file chosen
Qualified Course Professional Qualification	Choose File No file chosen

Once all the documents are all uploaded, hit the **Save & Proceed** button to move to the next screen. To save your process up to that point, hit **Save** and you will return to your application. Please note that your application has not been submitted for processing until the payment is applied. You may continue the submission process by clicking on the **Edit** button at the top of the page.

On the next screen, you will be prompted to acknowledge the **Attestation of Annual Personnel Training**. To proceed to the next screen, click on the checkbox and you will be able to select either **Save** or **Save & Proceed**.

Information

Attestation of annual personnel training

This attestation shall be provided at the time of application as a condition of licensure in accordance with 520 CMR 5.14 and 5.15.

I **John Doe of Challenge Course Company - Boston** hereby certify that the individuals employed as Challenge Course Managers, Climbing Wall Facility Managers, Challenge Course Staff, Climbing Wall Facility Staff, Challenge Course Staff Assistants, or Climbing Wall Facility Staff Assistants listed below have, to the best of my knowledge and belief, received training as outlined in the Staff Training Plan. Pursuant to 520 CMR 5.14(1)(c)(2)(j) and 5.14(2)(d)(7) for challenge courses and/or 520 CMR 5.15(1)(c)(2)(j) and 5.15(3)(d)(5) for climbing wall facilities, the plan shall be maintained @ the business address listed below and shall be made available to Office of Public Safety & Inspection (OPSI) inspectors upon request

The owner is responsible for ensuring that all information contained on this application is current and shall update the list of trained challenge course staff- form should the Challenge Course Manager change during the license period.

Clicking **Save** will save your application up to that step and bring you to your application. Please note that your application has not been submitted for processing until the payment is applied. You may continue the submission process by clicking on the **Edit** button at the top of the page.

Clicking **Save & Proceed** will save your application up to that step and allow you to proceed to the **Certification** page.

On the next screen, you will be prompted to acknowledge the **Certification**. To proceed to the next screen, click on the checkbox and you will be able to select **Submit Application**.

Information

Certification

I certify under the penalties of perjury that to the best of my knowledge, I have filed all state tax returns and paid all state taxes required under state law, and that the information submitted with this application is true to the best of my knowledge.

Submitting Payment

A screen will appear where you will verify the processing fee(s) and the email address to send the payment receipt. When done, select the fee you wish to pay and hit the **Continue** button to move to the next tab.

 **Cart**
Cesar Amusement LLC's Cart

Cart #X-2024-12-10_11-17-12

Items Checkout Confirmation

Note that you can select a maximum of 15 fees per online transaction, and use a valid credit / debit card (MasterCard only) or funds transfer (bank checking or savings account) to pay online.

Our payment processor conducts system maintenance between **2:00 AM and 6:00 AM Sundays**. You may not be able to process a payment during this time.

Fees

Select All	Action	Type	Amount	Amount Outstanding	Related To
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>		Challenge Course New License Application Fee	\$120.00	\$120.00	CCA-0448

Email Receipt To

Total Selected **\$120.00**

To complete the payment process successfully, please do not click your browser back button.

On the next tab, you will select the method of payment. When done, hit the **Proceed** button to move to the next tab.

Cart #X-2023-08-31_09-29-29

Items | Checkout | Confirmation

If you encounter any difficulties while attempting to make a payment for your Amusement Event using either your Credit/Debit Card or Electronic Check/ACH, please prepare a bank check or money order payable to:
Commonwealth of Massachusetts
Office of Public Safety and Inspections
Attention: Amusements
1000 Washington Street, Suite 710 Boston, MA 02118

Payment Method: Credit Card (selected)
Amount: Credit Card (selected)
Debit
Electronic Check/ACH

Proceed

To complete the payment process successfully, please do not click your browser back button.

On the next page, you will be prompted to input your payment information to complete the application. When finished, hit the **Submit Payment** button at the bottom of the page.

Office of Public Safety and Inspections
Inspections and Permitting System (IPS) Customer Portal

Home

Welcome, Lastra
[My Profile](#) | [Logout](#)

Messages and Alerts
For any application issues, please contact DPS - IPS System Admin at (617) 826-5253 or email at ips.support@mass.gov

Search IPS
Search By
Record# []
Search IPS

Quick Links
CAMIS
DPS License Verification
Division of Professional Licensure
CART
Fee Search

Questions?
Contact: ips.support@mass.gov
Web: <https://www.mass.gov/orgs/division-of-professional-licensure>

1000 Washington Street, Suite 710
Boston, Massachusetts 02118
Phone: 617-701-8600

There is a 2.79% non-refundable convenience fee for processing credit card payment(s) and a \$0.35 convenience fee for Electronic Check/ACH online / [ACH FAQ](#)

Payment | Receipt

Payment

You have elected to pay for the following item(s).

Description	ID	Related To	Amount
Amusement Event Fee	0444997	EV-0332	\$50.00
			\$50.00

Convenience Fee: \$1.40
Total Amount Due: \$51.40

Billing Information
 Same As Previous Information
Company Name
Enter Company Name

Payment Information
 Credit/Debit Card Electronic Check/ACH
Card Type
VISA AMERICAN EXPRESS MasterCard DISCOVER

When finished, the Order Status of your application will be listed as **Successful**. At this point, you've successfully submitted your Challenge Course application. No further action is required at this point.

Payment Confirmation

Payment Confirmation

Order Details

Your payment was successful.

Order Status	Successful
Applied Payment	\$120.00
Contact	Cesar Amusement LLC
Operator	Cesar Amusement LLC
Process Date	12/10/2024 11:17 AM
Receipt Number	R-0281412
Payment	ccard
Amount	\$120.00

Fees

Type	Amount	Amount Outstanding	Related To
Challenge Course New License Application Fee	\$120.00	\$0.00	CCA-0448

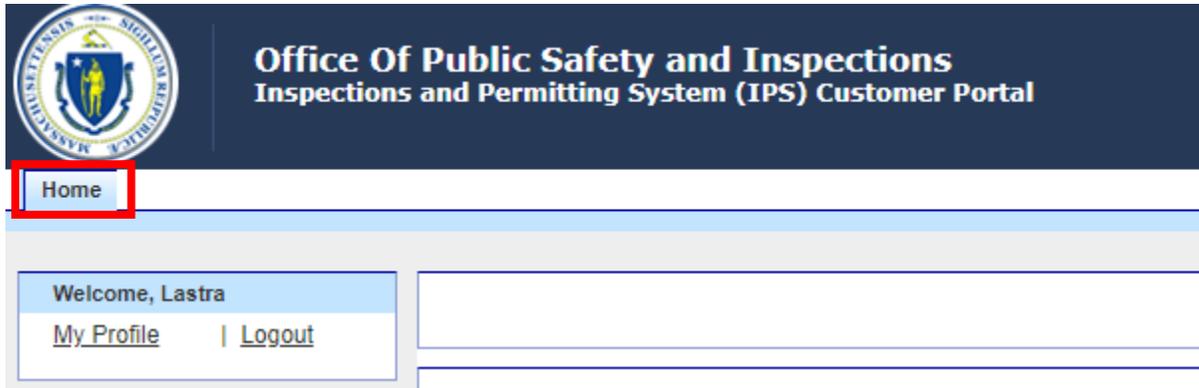
[Print Receipt](#)

Payment Details

Cart Name:	X-2024-12-10_11-17-12
Transaction ID:	85314eac-1977-4df9-b53b-24655ce37664
Transaction Status:	SUCCESS
Amount sent for processing:	120

Submitted Applications

All 'Pending Applications' and 'Rejected Applications' can be found on your 'Home' page. To access it, please click on the **Home** button below the state seal on the top, left hand side of the page.

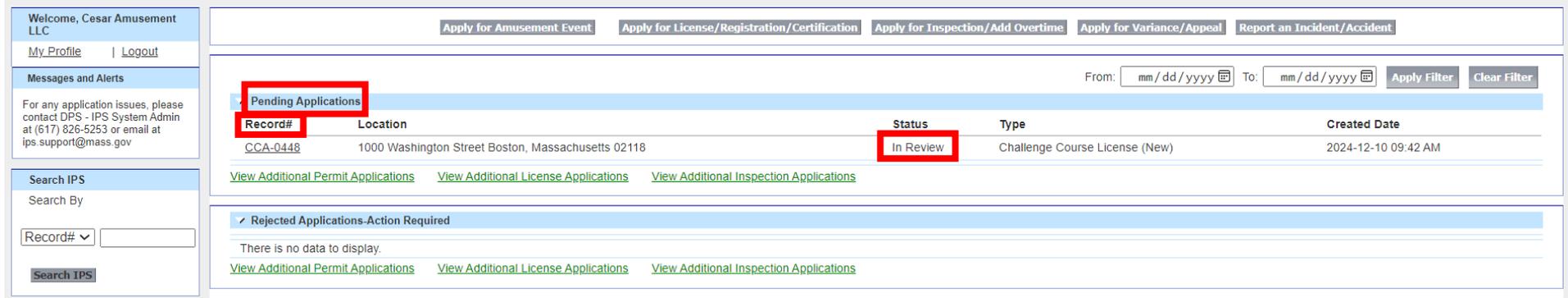


Office Of Public Safety and Inspections
Inspections and Permitting System (IPS) Customer Portal

Home

Welcome, Lastra
[My Profile](#) | [Logout](#)

On the home screen, you should see that your application is now under the **Pending Application** window. At this point your application can no longer be modified. If the application was submitted in error and you wish to delete it, click on the **Record #** for the application and click on the **Delete** button. Please note, that you can only delete an application while it is under an **In Review** status.



Welcome, Cesar Amusement LLC
[My Profile](#) | [Logout](#)

Messages and Alerts
For any application issues, please contact DPS - IPS System Admin at (617) 826-5253 or email at ips.support@mass.gov

Search IPS
Search By
Record#
[Search IPS](#)

[Apply for Amusement Event](#) [Apply for License/Registration/Certification](#) [Apply for Inspection/Add Overtime](#) [Apply for Variance/Appeal](#) [Report an Incident/Accident](#)

From: To: [Apply Filter](#) [Clear Filter](#)

Pending Applications

Record#	Location	Status	Type	Created Date
CCA-0448	1000 Washington Street Boston, Massachusetts 02118	In Review	Challenge Course License (New)	2024-12-10 09:42 AM

[View Additional Permit Applications](#) [View Additional License Applications](#) [View Additional Inspection Applications](#)

Rejected Applications-Action Required

There is no data to display.
[View Additional Permit Applications](#) [View Additional License Applications](#) [View Additional Inspection Applications](#)

If the submitted application is deemed to be incomplete, it will appear in the **Rejected Applications-Action Required** window. Click on the **Record #** to access the application and view the list of discrepancies.

Welcome, Cesar Amusement LLC | [My Profile](#) | [Logout](#)

Messages and Alerts

For any application issues, please contact DPS - IPS System Admin at (617) 826-5253 or email at ips.support@mass.gov

Search IPS

Search By

Record#

[Search IPS](#)

Apply for Amusement Event | Apply for License/Registration/Certification | Apply for Inspection/Add Overtime | Apply for Variance/Appeal | Report an Incident/Accident

From: To: [Apply Filter](#) [Clear Filter](#)

✓ Pending Applications

There is no data to display.

[View Additional Permit Applications](#) [View Additional License Applications](#) [View Additional Inspection Applications](#)

Rejected Applications-Action Required

Record#	Location	Status	Type	Created Date
CCA-0448	1000 Washington Street Boston, Massachusetts 02118	Application Incomplete	Challenge Course License (New)	2024-12-10 09:42 AM

[View Additional Permit Applications](#) [View Additional License Applications](#) [View Additional Inspection Applications](#)

By accessing the application, you will see the status has changed to **Application Incomplete** and a list of items that are required will be below it.

Challenge Course License Application Detail [Delete](#) [Edit](#)

Challenge Course Application Name: CCA-0448 Owner: Cesar Amusement LLC [\[Change\]](#)

Type: Challenge Course License (New)

Status: **Application Incomplete**

Comments:

***** BE ADVISED: YOU CANNOT OPERATE UNTIL YOU ARE PROPERLY LICENSED *****
FAILURE TO PROVIDE THE REQUESTED DOCUMENTS WITHIN 10 DAYS OF RECEIPT OF THIS NOTICE WILL RESULT IN FORFEITURE OF THIS APPLICATION AND ALL PROCESSING FEES.

- * You must provide the name and qualifications of the Qualified Challenge Course Professional, in accordance with 520 CMR 5.01(2). [resubmit second page of application with correct information]
- * Must submit a completed Training Attestation form. (https://www.mass.gov/files/documents/2020/01/15/Amusement_Challenge_Course_Personnel_Training_Attestation_2019.pdf)
- * Please complete the CORI Acknowledgement form (<https://www.mass.gov/doc/dpl-cori-all-boards/download>) for the owner listed in your application. [John Doe]
- * Must submit a signed and dated CORI Policy Procedure for Challenge Courses. (<https://www.mass.gov/files/documents/2018/04/19/opsi-updated-model-cori-procedure-challenge-courses.pdf>)
- * Must submit a staff training plan as part of your application, in accordance with 520 CMR 5.00.
- * Site plan(s) shall be numbered sequentially beginning with element number 01, in accordance with 520 CMR 5.14(1)(b)(2)(l).
- * A valid Certificate of Insurance with \$1 million per occurrence, \$2 million aggregate minimum that lists your rides/devices.

***** BE ADVISED: YOU CANNOT OPERATE UNTIL YOU ARE PROPERLY LICENSED *****
FAILURE TO PROVIDE THE REQUESTED DOCUMENTS WITHIN 10 DAYS OF RECEIPT OF THIS NOTICE WILL RESULT IN FORFEITURE OF THIS APPLICATION AND ALL PROCESSING FEES.

Full Name of Company Owner: John Doe

Issue Date: _____

License Expiration Date: _____

Account: Challenge Course Company - Boston

A copy of this list will also be emailed to the email address provided on the application. You may correct the discrepancies by clicking the **Edit** button on the top of the page.

If you are required to resubmit documentation, first delete the previously submitted document by clicking on the corresponding **Remove** button. Next, upload the updated documentation by clicking the corresponding **Choose File** button. When finished, hit **Save & Proceed** to resubmit your application for review. You will be prompted again to complete the **Attestation of Annual Personnel Training and Certification** acknowledgments prior to submission.

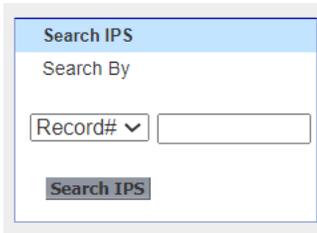
 Forms are available for download via <https://www.mass.gov/amusements-challenge-course-climbing-wall-and-inflatables-licensing>

Required Document Attachment		
Certificate of Insurance or if Self Insurance Download Proof of Self Insurance Form Here	<input type="button" value="Choose File"/>	No file chosen
Certified Inspector's Full Report	<input type="button" value="Choose File"/>	No file chosen
Certified Inspector's Summary Report	<input type="button" value="Choose File"/>	No file chosen
Staff Training Plan	<input type="button" value="Choose File"/>	No file chosen
CORI Request Form for Company Owner	<input type="button" value="Choose File"/>	No file chosen
CORI Policy Procedure	<input type="button" value="Choose File"/>	No file chosen
Site Plan	<input type="button" value="Choose File"/>	No file chosen
Qualified Course Professional Qualification	<input type="button" value="Choose File"/>	No file chosen

Existing Documents		
Document Name	CreatedDate	Actions
Site Plan.docx	Tue Dec 10 17:06:35 GMT 2024	<input type="button" value="Remove"/>
Certified Inspector's Full Report.pdf	Tue Dec 10 14:47:33 GMT 2024	<input type="button" value="Remove"/>
Certified Inspector's Summary Report.pdf	Tue Dec 10 14:47:33 GMT 2024	<input type="button" value="Remove"/>
Staff Training Plan.pdf	Tue Dec 10 14:47:33 GMT 2024	<input type="button" value="Remove"/>
Certificate of Insurance or if Self Insurance.pdf	Tue Dec 10 14:47:33 GMT 2024	<input type="button" value="Remove"/>
CORI Policy Procedure.pdf	Tue Dec 10 14:47:33 GMT 2024	<input type="button" value="Remove"/>
Qualified Course Professional Qualification.pdf	Tue Dec 10 14:47:33 GMT 2024	<input type="button" value="Remove"/>
CORI Request Form for Company Owner.pdf	Tue Dec 10 14:47:33 GMT 2024	<input type="button" value="Remove"/>

When finished, your application status will change to **In Review** and the record will be found in the **Home** page under the **Pending Applications** window. At this point, your application has been resubmitted for further review.

Once approved, the application will disappear from the Home page and a license will be emailed to the address listed on the application. If you wish to view your application or license, you may **Search IPS** via the **Record #** on the left-hand side of the **Home** page.



The image shows a web form titled "Search IPS" with a light blue header. Below the header, the text "Search By" is displayed. There is a dropdown menu labeled "Record#" with a downward arrow, followed by an empty text input field. At the bottom of the form is a button labeled "Search IPS".