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### **Process Change: Repeat Exam Request Application Submission**

Repeat Exam Request applications must now be submitted via Document Submission in the Licensee Portal. *If you have submitted an application via online application portal and have not yet received a response, do not resubmit via Document Submission.*

**Repeat Examination Request is ONLY for active, exam eligible applicants who have failed an examination.** To check your status, <https://eservice.llr.sc.gov/DocumentSubmission/>. *Applicants whose initial application is expired or Lapsed status licensees **must** complete the initial application.*

#### **Submission and Notification Process:**

1. Applicants seeking reexamination approval must log into the [Licensee Portal](#).
2. Locate Document Submission in the left-hand menu column and follow the prompts to access the Repeat Exam Request application. *For instructions on how to access and submit applications in Document Submission, [click here](#).*
3. Upon applications submission and payment, the Board office will be notified. Applications are processed in the order received.
4. Upon completion of processing, notice of exam eligibility or application deficiency will be sent via email.