



Center for the Advancement
of Jewish Education

Ensuring Our Jewish Future

GREATER MIAMI BOARD OF LICENSE LICENSING PROCESS

FAQ's (Frequently Asked Questions)

- 1. What documents and items are needed for an application?**
All applications must be completed before being sent to the National Board of License Executive Secretary for review and approval by the Greater Miami Board of License. All payment must be made in full before the application will proceed through the process.

- 2. What is the process for an application?**
All necessary forms, transcripts, payment and documentation must be submitted to the Greater Miami Board of License in order for an application folder to be opened. The Greater Miami Board of License compiles the application and all of its necessary support documents and forwards the completed application to the Executive Secretary of the Greater Miami Board of License. Once the Executive Secretary has approved the application for a license, the application is presented to the Greater Miami Board of License for approval. Once voted upon, the applicant is granted the appropriate license.

- 3. Do I need official transcripts?**
Yes. Official transcripts from all seminaries, colleges, universities, and training institutions are required. In the case of some international institutions, exceptions can be made with approval of the Executive Secretary of the National Board of License, but official transcripts are required.

- 4. How many years before I need to renew my license?**
A license is good for 3 years. You will be notified by the Greater Miami Board of License 1 year before your license expires that you need to renew it.

- 5. What if I already have a license and I need to renew it?**
On the CAJE-Miami website (www.caje-miami.org) you will find a License Renewal Application. In order for a license to be renewed, 45 hours of professional growth coursework must be completed between the date of issue and the date of expiration.

- 6. What if I have a license from the National Board of License?**
The Greater Miami Board of License approves all current licenses issued by the National Board of License.

- 7. Who do I speak to for more information?**
Please call the Greater Miami Board of License at CAJE, 305-576-4030, ext 138 and leave a detailed message with a contact number. Your call will be returned with 48-hours of receipt.