

## BRANCH OFFICE Q&A

**Question:** My business has multiple office locations. Do I have to register each of them?

**Answer:** As of May 1, 2026, only one main office must be registered with the Board, regardless of jurisdiction. All additional locations should be listed at the time of application on the “Place of Business Form,” though they do not require registration.

**Question:** If I had a previously registered branch office, do I need to cease operations out of that branch?

**Answer:** No. However, the responsible persons listed for the main office are now in responsible charge of all previously registered branch offices. If the responsible persons at your previously registered branch office wish to remain in responsible charge of your business, please complete a new “Business Entity Registration Application” for your main office and select “Change of Status” on the first page to update the responsible person accordingly.

**Question:** What is the status of my previously registered branch office?

**Answer:** Previous branch office registrations are now null and void, however the locations are still on file. The Board will continue to track additional locations associated with your business entity registration. Should you wish to add additional locations to your registration, please complete the “Place of Business Form” found on our website. If you would like to remove locations from your business entity registration, please email the Board with the address of the locations you need to remove.

**Question:** My main office renders services for one profession, but my previously registered branch office renders services for a different profession, how do I proceed?

**Answer:** Please complete a new “Business Entity Registration Application” for your main office and select “Change of Status” on the first page, then update your responsible person accordingly.