

R4-6-305. Inactive Status

- A.** A licensee seeking inactive status shall submit:
 - 1. A written request to the credentialing committee before expiration of the current license, and
 - 2. The inactive status fee.
- B.** A licensee seeking inactive status after the expiration date of a license but no longer than three months after the expiration date of a license shall submit:
 - 1. A written request for inactive status to the credentialing committee,
 - 2. The inactive status fee, and
 - 3. The late inactive status fee.
- C.** The credentialing committee shall grant a request for inactive status upon receiving a written request for inactive status from a licensee.
- D.** The credentialing committee shall not grant a request to be placed on inactive status received more than three months after expiration of the current license.
- E.** Placement on inactive status for any time period shall not change a licensee's licensure expiration date.
- F.** To return to active status, a licensee on inactive status shall meet all renewal requirements prescribed under R4-6-801(B).
- G.** Upon a showing of good cause, the credentialing committee shall grant a written request for modification or reduction of the continuing education requirement received from a licensee on inactive status.
- H.** The credentialing committee may, upon a written request filed before the expiration of the original 24 months of inactive status and for good cause, permit an already inactive license to remain on inactive status for one additional period not to exceed 24 months. To return to active status after being placed on a 24-month extension of inactive status, a licensee shall, in addition to the continuing education hours required under subsection (F)(2), complete 30 clock hours of continuing education during the additional 24-month extension.
- I.** A licensee on inactive status shall not engage in the practice of behavioral health.
- J.** To return to active practice, the licensee must establish the licensee's competence to practice safely and competently. When reviewing a licensee's request to return to active practice, the Board may order any type of mental or physical evaluation, at the licensee's expense, it deems necessary to determine the licensee's competence to practice safely and competently.
- K.** The Board may start or continue an investigation against a licensee regardless of whether the licensee seeks to obtain inactive status or is on inactive status.

R4-6-801. Renewal of Licensure

- A.** A licensee holding an active license to practice behavioral health in this state shall complete 30 clock hours of continuing education as prescribed under R4-6-802 and R4-6-804 between the date the Board receives the licensee's last renewal application and the next license expiration date. A licensee may not carry excess hours over to another renewal cycle. One hour of credit is allowed for each clock hour of participation in continuing education activities.

- B.** To renew licensure, a licensee shall submit the following to the agency:
 - 1. A completed renewal application form that includes a list of 30 hours of continuing education activities signed by the licensee and attesting that all information submitted in support of the renewal application is true and correct;
 - 2. A certified check, cashier's check, or money order for the renewal fee; and
 - 3. Other documents requested by the credentialing committee to determine the licensee's continued eligibility.
- C.** A license shall expire unless the licensee submits to the agency the items listed in subsection (B) on or before the license expiration date.
- D.** The Board shall mail to each licensee a license renewal application. Failure to receive the license renewal application shall not relieve the licensee of the requirements of subsection (A).
- E.** The Board may audit a licensee to verify compliance with the continuing education requirements under subsection (A). Documentation verifying compliance shall be retained as prescribed under R4-6-803.
- F.** A licensee whose license expires may renew licensure by submitting a complete renewal application, other documents requested by the credentialing committee, and a late fee within 90 days of the license expiration date. A license that is renewed under this subsection shall be considered effective on the first of the month following the expiration date with no lapse in licensure.