

SHORT-TERM INACTIVE STATUS

Short-Term Inactive Status is an extension to acquire additional Recognized Clock Hours (RCHs) to meet renewal eligibility requirements. Under this policy, individuals may be granted up to a maximum of six (6) months extension. This status may be obtained by completing the following procedures.

1. A written request from the chemical dependency counselor must be received at the Board office thirty days prior to the credential's lapse date and **MUST** be accompanied by:
 - a. Original credential - do not send a copy of the credential. In the event the chemical dependency counselor's credential has been lost or destroyed, a signed and notarized statement stating such must be submitted in place of the credential. All credentials are the property of the Board and must be held by the Board during inactive status.
 - b. Completed Renewal Application
 - c. \$15 holding fee.
2. While on Short-Term Inactive Status, the chemical dependency counselor **MAY NOT** use their credential in any capacity.
3. To reactivate credential, the chemical dependency counselor must:
 - a. Submit a written request for reactivation
 - b. Submit a renewal application along with documentation of completion of the required education
 - c. Submit the \$150 renewal fee (\$100 if also OCPS certified)

LONG-TERM INACTIVE STATUS

Long-Term Inactive Status is an extension for those individuals who are temporarily leaving the field (i.e., returning to school, military service). Under this policy, individuals may be granted up to a maximum five (5) year extension. This status may be obtained by completing the following procedures.

1. A written request from the chemical dependency counselor, with an explanation to justify the request, must be received at the Board thirty days prior to the credential's lapse date and **MUST** be accompanied by:
 - a. Original credential - do not send a copy of the credential. In the event the chemical dependency counselor's credential has been lost or destroyed, a signed and notarized statement stating such must be submitted in place of the credential. All credentials are the property of the Board and must be held by the Board during inactive status.
 - b. Completed Renewal Application.
 - c. \$15 holding fee.
2. While on Long-Term Inactive Status, the chemical dependency counselor **MAY NOT** use their credential in any capacity.
3. To reactivate credential, the chemical dependency counselor must:
 - a. Submit a written request for reactivation
 - b. Submit renewal application along with documentation of completion of the required education within the two (2) year period immediately prior to the request for reactivation.
 - c. Submit the \$150 renewal fee (\$100 if also OCPS certified)