



Credential Reactivation and Reinstatement Policy

Effective June 2025

1. Definitions

a. Expired

A credential that has been on inactive status for more than 36 months, and for which a Request for Continuation of Inactive Status has not been received.

b. Inactive – First Quarter

A credential that has been on inactive status for three (3) months or less at the time the application for reactivation is received.

c. Inactive

A status indicating that the credential holder failed to satisfy credential renewal requirements.

d. Voluntary Inactive

A status indicating that the credential holder voluntarily requested inactive status.

e. Retired

A status indicating that the credential holder has retired and is no longer using the credential for active practice purposes.

f. Reactivate

The process of restoring an inactive, voluntary inactive, or retired credential to certified status. Credential holders requesting reactivation must:

- Pass a Level 2 background screening,
- Pay additional fees, and
- Comply with specific continuing education (CE) requirements.

g. Reinstate

The process of restoring an expired, suspended, or revoked credential to certified status. Credential holders requesting reinstatement must:

- Pass a Level 2 background screening,
- Pay additional fees, and
- Comply with specific CE requirements.

h. Reapply

Credential holders whose credentials have been inactive or expired for more than 48 months must reapply and meet all current credentialing requirements.

2. Fees

In accordance with s.464.014, the following fees apply:

- **Reactivation Fee:** \$75
- **Reinstatement Fee:** \$200
- **Credential Renewal Fee:** One annual renewal fee is charged for both reactivation and reinstatement processes.
- **Late Fee:** A \$50 late fee per credential applies when inactive status exceeds 3 months but is less than 36 months.
- **Exam Fee:** Individuals who earned their credential during a grandparenting period must pay the current exam and proctoring fees.
- **Disciplinary Fee:** Fees vary; however, they may not exceed the annual or biennial renewal fee as established by the board.

3. Reactivation Process/Procedure

a. Inactive – First Quarter Reactivation

For credentials inactive for less than three (3) months, holders must submit:

- A Request for Reactivation,
- Proof of passing a Level 2 background screening,
- The \$75 reactivation fee,
- The renewal fee, and
- Required CEs.

If the certification exam is required, current exam and proctoring fees must also be paid.

b. Voluntary Inactive or Retired Credential Reactivation

For credentials inactive for more than three (3) months but less than 36 months, holders must submit:

- A Request for Reactivation,
- The \$75 reactivation fee,
- A \$50 late fee,
- The renewal fee, and
- Required CEs.

If the certification exam is required, current exam and proctoring fees must also be paid.

c. Ineligible Credentials

Provisional credentials are **not eligible** for reactivation.

4. Reinstatement Process/Procedure

a. Expired Credentials

To reinstate an expired credential to certified status, holders must submit:

- A Request for Reinstatement,
- The \$200 reinstatement fee,
- The renewal fee, and
- Required CEs.

If the certification exam is required, current exam and proctoring fees must also be paid.

b. Suspended Credentials

To reinstate a suspended credential to certified status, holders must submit:

- A Request for Reinstatement,
- The \$200 reinstatement fee,
- The renewal fee (if applicable),
- Any prescribed disciplinary fees, and
- Compliance documentation demonstrating completion of imposed sanctions.

If the certification exam is required, current exam and proctoring fees must also be paid.

c. Revoked Credentials

To reinstate a revoked credential to certified status, holders must submit:

- A Request for Reinstatement,
- The \$200 reinstatement fee,
- The renewal fee (if applicable),
- Any prescribed disciplinary fees,
- Compliance documentation with CE requirements or other reinstatement terms.

If the certification exam is required, current exam and proctoring fees must also be paid.

d. Reapplication Requirement

Credential holders whose credentials have been inactive or expired for **more than 48 months** must **reapply** and meet all current credentialing requirements.

e. Ineligible Credentials

Provisional credentials are **not eligible** for reinstatement.