

BOARD OF PROFESSIONAL COUNSELORS, MARRIAGE & FAMILY
THERAPISTS AND CLINICAL PASTORAL THERAPISTS
POLICY STATEMENT
REGARDING LICENSEES WORKING ON A LAPSED LICENSE

The Board of Professional Counselors, Marriage & Family Therapists and Clinical Pastoral Therapists realizes that an individual may unintentionally allow his/her license *to* expire. However, statute prohibits an individual from working as a Professional Counselor, Marriage & Family Therapist or a Clinical Pastoral Therapist unless he/she has an active license. Acknowledgment is given to the fact that this problem exists, however the Board does not overlook an individual working on an expired license. With this in mind, the Board has adopted the following procedures for reinstatement of an expired license:

1. Upon recognition that his/her license has expired, the individual must stop practicing immediately and contact the board's administrative office and request a reinstatement application.
2. The individual must complete the reinstatement in its entirety along with a detailed work history from the date the license expired. The application must be signed and notarized and returned to the board's administrative office along with proof of documentation of continuing education requirements taken within the previous twelve (12) months, as well as all applicable fees.
3. Once the completed reinstatement application and all required documentation is received, the board administrator may immediately reinstate the license only if the license has been in an expired status for a period of three (3) months or less.
4. If the reinstatement application received indicates in the work history that the individual has worked more than three (3) months on an expired license, the licensee will be assessed a penalty in the amount of \$100 for each month worked in excess of the three (3) months from the expiration date of the license.

This Policy Statement was adopted by the Board of Professional Counselors, Marriage and Family Therapists and Pastoral Therapists on the 2nd day of May, 2003.