

BOARD OF ALCOHOL AND DRUG ABUSE COUNSELORS  
POLICY STATEMENT  
REGARDING LICENSEES WORKING ON AN EXPIRED LICENSE

The Board of Alcohol and Drug Abuse Counselors realizes that an individual may unintentionally allow his/her license to expire. However, statute prohibits an individual from working as a Licensed Alcohol and Drug Abuse Counselor, unless he/she has an active license. Acknowledgement is given to the fact that this problem exists; however, the Board cannot overlook an individual working on an expired license. With this in mind, the Board has adopted the following procedures for discipline:

- 1) The Board will issue to the licensee a Letter of Warning and allow a three (3) month grace period for renewal from the expiration date of the license.
- 2) The Licensee will then pay fifty dollars (\$50.00) per month for each month the licensee practices on an expired license beyond the grace period.
- 3) This civil penalty will be assessed in the form of an Agreed Citation which is an offer of settlement to pay the appropriate fine. The licensee will have the option to accept the Agreed Citation, waiving the right to appear before the Board, or the licensee shall have the right to a contested case before the Board.
- 4) Should the licensee fail to pay the appropriate fine through an agreed citation, the Tennessee Department of Health, Office of General Counsel will file a formal disciplinary action against the licensee which will give the right to the licensee to appear before the Board and could result in additional penalties, costs, and disciplinary actions.

This Policy Statement was adopted by the Board of Alcohol and Drug Abuse Counselors on the 19th day of February 2009.