



## **TO THE LICENSEE:**

This form must be completed to change your status from active to inactive or to return to an active status. The fee is \$25 for either transaction. **This form only changes your status.** Please read below regarding renewals and other requirements.

### **Renewals - 3-4 months prior to expiration date**

If changing from **active to inactive** within renewal period (after renewal form has been issued by office):

- 1) \$25 application fee is required
- 2) renewal fee of \$100 is required
- 3) no continuing education is requested

If changing from **inactive to active** within first renewal period, the following is required:

- 1) \$25 application fee
- 2) \$350 renewal fee
- 3) \$80 Federal Registry fee
- 4) proof of 28 hours of continuing education taken within 2-yr. licensing cycle
- 5) proof of 7-hour USPAP Update within 2-yr licensing cycle

If changing from **inactive to active** after the first renewal period, the following is required:

- 1) \$25 application fee
- 2) \$350 renewal fee
- 3) \$80 Federal Registry fee
- 4) proof of 28 hours of continuing education taken for each 2-yr. licensing cycle
- 5) proof of 7-hour USPAP Update within last 2-yr licensing cycle

### **Change of Status Within Licensing Cycle (no pending renewal)**

1. Prior to the renewal period throughout the licensing cycle, if going from **active to inactive**, only \$25 and appropriate application required.

2. If in the midst of licensing cycle and changing from **inactive to active**, the following is required:

- a) \$25 and appropriate application
- b) \$350 additional renewal fee
- c) \$80 Federal Registry fee
- d) proof of a total of 28 hours of continuing education within current 2-yr. licensing cycle
- e) proof of 7-hour USPAP Update within 2-yr licensing cycle

### **Late Fee (to be remitted after inactive license renewal date)**

Inactive license renewals require a \$100 late penalty fee if not renewed in time (by the renewal date).