



Credential Reactivation and Reinstatement Policy (June 2023)

1. Definitions:

- a. Expired. A credential that has been on inactive status for more than 36 months for which a Request for Continuation of Inactive Status is not received.
- b. Inactive – First Quarter. A credential that has been on inactive status for three (3) months or less when the application for reactivation is received.
- c. Inactive. A status that indicates the credential holder failed to satisfy credential renewal requirements.
- d. Voluntary Inactive. A status that indicates the credential holder requested inactive status.
- e. Retired. A status that indicates the credential holder has retired and is not using the credential for active practice purposes.
- f. Reactivate. A process to reactivate an inactive, voluntary inactive, or retired credential to certified status. Credential holders requesting reactivation are required to pass a Level 2 background screening, pay additional fees, and comply with specific continuing education requirements. Persons who received their initial credential during a grandparenting period will be required to take the certification exam as part of reactivation. For all Child Welfare credentials, the certification exam is required: (1) for anyone with 12 months or more break in service; and (2) anyone whose test date is more than 3 years old.
- g. Reinstatement. A process to restore an expired, suspended, or revoked credential to certified status. Credential holders requesting reinstatement are required to pass a Level 2 background screening, pay additional fees, and comply with specific continuing education requirements. Persons who received their initial credential during a grandparenting period will be required to take the certification exam as part of reinstatement. For all Child Welfare credentials, the certification exam is required: (1) for anyone with 12 months or more break in service; and, (2) anyone whose test date is more than 3 years old.
- h. Reapply. Credential holders whose credentials have been inactive/expired for more than 48 months must reapply for the credential and meet all requirements.

2. Fees. In keeping with s. 464.014, there are set fees relating to the following processes:
- a. Reactivation fee: \$75
 - b. Reinstatement fee: \$200
 - c. Credential Renewal fee: Reactivation and Reinstatement processes will incur one annual renewal fee.
 - d. Late fee: Inactive credentials will incur a \$50 late fee per credential when the inactive status is greater than 3 months and less than 36 months.
 - e. Exam fee: Persons who received their initial credential during a grandparenting period will incur the cost of their specific certification exam.
 - f. Disciplinary fee: Fees vary; however, disciplinary fees may not exceed the annual or biennial renewal fee established by the board for annual or biennial renewal of an active credential.

3. Reactivation Process/Procedure

- a. Inactive – First Quarter Credential Reactivate to Certified Status: Credential holders seeking to renew an inactive credential less than three (3) months after the expiration date must submit: a Request for Reactivation; pass a Level 2 background screening; pay the reactivation fee; pay the renewal fee; and submit CEs. For those who are required to also take the certification exam, they must pay the current exam and exam proctoring fees.
- b. Inactive – Voluntary, Retired Credential Reactivate to Certified Status: Credential holders seeking to renew an inactive credential more than three (3) months and less than 36 months after the expiration date must submit: a Request for Reactivation; pay the reactivation fee; pay the late fee; pay the renewal fee; and submit CEs. For those who are required to also take the certification exam, they must pay the current exam and exam proctoring fees.
- c. Provisional credentials are not eligible for reactivation.

4. Reinstatement Process/Procedure

- a. Expired Credential Reinstatement to Certified Status: Credential holders seeking to reinstate an expired credential to certified status must submit: a Request for Reinstatement; pay the reinstatement fee; pay the renewal fee; and submit CEs. For those who are required to also take the certification exam, they must pay the current exam and exam proctoring fees.
- b. Suspended Credential Reinstatement to Certified Status: Credential holders seeking to reinstate a suspended credential to certified status must submit: a Request for Reinstatement; pay the reinstatement fee; pay the renewal fee, if applicable; pay prescribed disciplinary fees, if any,

and submit compliance documentations with disciplinary sanctions imposed with the suspension. For those who are required to also take the certification exam, they must pay the current exam and exam proctoring fees.

- c. *Revoked Credential Reinstatement to Certified Status*: Credential holders seeking to reinstate a suspended credential to certified status must submit: a Request for Reinstatement; pay the reinstatement fee; pay the renewal fee, if applicable; pay prescribed disciplinary fees, if any; submit compliance documentation with specific continuing education requirements or by completing other reinstatement requirements. For those who are required to also take the certification exam, they must pay the current exam and exam proctoring fees.
- d. Credential holders whose credentials have been inactive/expired for more than 48 months must reapply for the credential and meet all requirements.
- e. Provisional credentials are not eligible for reinstatement.