

# TENNESSEE BOARD OF COMMUNICATION DISORDERS & SCIENCES

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## LAPSED LICENSE POLICY

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The Tennessee Board of Communication Disorders and Sciences recognizes that a licensee may unintentionally allow his or her license to expire. State statute prohibits a licensee from working unless he or she has an active license. Thus, the Board has adopted the following procedures for reinstatement of an expired license:

1. Upon recognition that his or her license has expired, the licensee must stop practicing immediately and contact the Board's administrative office and request a reinstatement application.
2. The licensee must complete the reinstatement in its entirety along with a detailed work history from the date the license expired. The application must be signed, notarized, and returned to the Board's administrative office along with the applicable fee and proof of documentation of continuing education requirements taken within the previous twelve (12) months.
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 license will not be issued until the licensee has paid a penalty in the amount of \$100.00 for each month worked in excess of the three (3) months from the expiration date of the license.

The assessment of a civil penalty is considered formal discipline that is reportable on the Tennessee Department of Health's website.

**This Policy Statement was adopted by the Tennessee Board of Communication Disorders and Sciences on the 18<sup>th</sup> day of November, 2008.**