

Policy Statement

Policy: Current Registration Mandatory

The Administration for Reflexology Registration recognizes that an individual may inadvertently allow his/her registration to expire. However, statute prohibits an individual from working as a Reflexologist unless he/she has an active and unrestricted registration. While the Administration does not condone an individual working on an expired registration, recognition is given to the fact that the problem does exist. As such, the Administration has adopted the following procedures for reinstatement of an expired or administratively revoked registration.

- Immediately upon recognition that his/her registration has expired, the individual must stop practicing and contact the Administrative office to request a reinstatement application.
- Upon receipt of the reinstatement application, the individual is to complete the application in its entirety, providing a detailed work history since the license expiration date. The application is to be signed, notarized, and returned to the administrative office along with any additional information and all fees specified in the instructions.
- Upon receipt of a completed reinstatement application, supporting documentation, and fees, the administrator may immediately reinstate a license, which has been in an expired status for less than three months.
- If the reinstatement application received reflects in the work history that the individual has worked in excess of three months on an expired registration, the Administration will present to the registrant official notice which specifies payment of a fine in the amount of \$100.00 per month for every month worked in excess of three months from the expiration date.

Adopted by the Administration for Reflexology Registration on the 26th day of October, 2005.