

Late and Inactive Recertification Renewal Policy

Late 30-60 days past renewal date

Submit recertification application form plus recertification fee and late application fee.

Late 61 days to 1 year

Submit recertification application form plus recertification fee and pay late application fee and reinstatement fee.

1 year and a day to as much as 5 years (Inactive)

Submit recertification application form plus recertification fee, and inactive fee

Recertification hours must be within two years of recertification application regardless of recertification expiration date. Hours must be in the core functions of addictions counseling and should include updated training in ASAM and DSM-5.

Counselors lapsed more than five years must complete the certification process

Note: In all instances recertification renewal date does not change.