

Policy Statement  
Policy: Lapsed License

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

- Immediately upon recognition that his/her license has expired, the individual must stop practicing and contact the Board's 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 submitted with all fees specified in the instructions.
- Upon receipt of a completed reinstatement application, supporting documentation, including a current notarized CDR card, and fees the Board 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 license, the Board will present to the licensee, official notice which specifies payment of a civil penalty in the amount of \$50.00 per month for every month in excess of three months from the expiration date. Practice with an expired status lasting more than one licensure renewal cycle will result in the application for reinstatement being referred to the Office of Investigations.
- Discipline for practicing on a lapsed license will be assessed by the Department by Agreed Citation, which will detail the licensee's rights and obligations under the Uniform Administrative Procedures Act, T.C.A. § 4-5-301, et seq. This discipline assessed in accordance with the Lapsed License Policy constitutes formal discipline against a practitioner's license, and as such, it is reportable to the disciplinary databanks and will be noted on the practitioner's licensure profile.

**Adopted by the Board of Dietitian/Nutritionist Examiners on the 21<sup>st</sup> day of March 2002, and amended March 5, 2009.**

For further information, please use the contact information provided below:

**Board of Dietitian/Nutritionist Examiners**  
Local (Nashville Calling Area) 615-532-5132  
Nationwide (toll free) 1-800-778-4123 Ext. 25132

Tennessee Board of Dietitian/Nutritionist Examiners  
227 French Landing, Suite 300  
Heritage Place, Metro Center  
Nashville, TN 37243