

TENNESSEE BOARD OF OCCUPATIONAL THERAPY

Policy Statement: Lapsed License

The Board of Occupational Therapy recognizes that an individual may inadvertently allow his/her license to expire. However, statute prohibits an individual from working as an Occupational Therapist or Occupational Therapy Assistant 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 returned to the board's administrative office along with any additional information and all fees specified in the instructions.
- Upon receipt of a completed reinstatement application, supporting documentation, including continuing education, 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 an official notice, which requests payment of a civil penalty in the amount of \$100 per month for every month worked in excess of three months from the expiration date.
- Failure to comply with this policy may result in disciplinary action.

Adopted by the Board of Occupational Therapy on the 2nd day of November, 1998.

Amended and ratified by the Board of Occupational Therapy on March 12, 2009.

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

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