

## SUBCHAPTER 25. LICENSE AND SPECIALTY RENEWAL

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### **310:403-25-1. Responsibility**

Each LBP is responsible for renewing the license and specialty designation before the expiration date.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

### **310:403-25-2. Requirements for renewal**

The requirements for renewal are:

- (1) Compliance with the Act and rules;
- (2) Documentation of the required continuing education; and
- (3) Payment of the renewal fee(s).

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

### **310:403-25-3. Renewal notification**

The Department shall mail to the LBP at least forty-five (45) days prior to the expiration date of the LBP's license, a notice of expiration.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

### **310:403-25-4. Initial licensing period**

(a) The expiration date of the original license shall be two (2) years from the last day of the month in which the license was originally issued.

(b) After the first two (2) years of licensure, the LBP shall submit a Continuing Education Roster verifying at least twenty (20) hours of continuing education required for renewal.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

### **310:403-25-5. Interim renewal**

The notice for the initial renewal shall solicit the required continuing education documentation and invoice the LBP for the interim period between the original renewal date and the following December 31 so that subsequent renewals shall be on a calendar year basis. The renewal notice shall inform the licensee of the number of continuing education hours required by December 31. Fees and continuing education hours shall be prorated according to the schedule below.

- (1) For a license expiring during January, February or March, the following shall apply:
  - (A) The renewal fee shall be \$100.00; and
  - (B) Continuing education of 10 hours shall be due by December 31.
- (2) For a license expiring during April, May or June, the following shall apply:
  - (A) The renewal fee shall be \$75.00; and
  - (B) Continuing education of 7.5 hours shall be due by December 31.
- (3) For a license expiring during July, August or September, the following shall apply:
  - (A) The renewal fee shall be \$50.00; and
  - (B) Continuing education of 5 hours shall be due by December 31.
- (4) For a license expiring during October, November or December, the following shall apply:
  - (A) The renewal fee shall be \$25.00; and

(B) Continuing education of 2.5 hours shall be due by December 31.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

**310:403-25-6. Annual renewal**

After the initial two (2) year licensing period plus the interim period, licenses shall expire each December 31, with a renewal fee of one hundred dollars (\$100.00) and a continuing education requirement of ten (10) hours.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

**310:403-25-7. Specialty renewal**

Regardless of the date the Commissioner grants a specialty designation, the date of a specialty renewal shall be the same date as that of the licensure renewal.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

**310:403-25-8. Display of verification card**

(a) LBP's shall display a current license verification card on the original or replaced license.

(b) A current license verification card shall be readily available on the LBP's person at any time behavioral health services are being provided.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01; Amended at 26 Ok Reg 2023, eff 6-25-09]

**310:403-25-9. Inactive status**

(a) An active license may be placed on inactive status by written request and payment of a one-time twenty-five dollar (\$25.00) fee. An inactive license forfeits all rights and privileges granted by the license.

(b) When a license is placed on inactive status, the license and active verification cards shall be returned to the Department.

(c) When a license is placed on inactive status, it remains inactive for at least one (1) year from the date of inactivation.

(d) Active status may be re-established upon payment of a prorated renewal fee and submission of prorated continuing education hours required during the renewal year if there are no impediments to licensure.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

**310:403-25-10. Failure to renew**

If the LBP fails to renew the license by the expiration date, the Department shall mail the LBP a notice to the last known address, which shall include:

(1) Expiration of the license and forfeiture of rights and privileges granted by the license, and,

(2) The LBP's right to reinstate the license by payment of the renewal fee and the late renewal fee and fulfillment of all other renewal requirements for up to one (1) year following the expiration of the license.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

**310:403-25-11. Return of license**

Licenses not reinstated within the one (1) year late renewal period shall be permanently expired and not be reinstated. The license shall be returned to the Department.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01; Amended at 23 Ok Reg 2374, eff 6-25-2006]

**310:403-25-12. Misrepresentation**

An LBP whose license has been inactivated, suspended, or revoked and continues to represent himself as an LBP, is in violation of the Act and may be subject to enforcement action under OAC 310:403-31.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]