

### APPLICATION FOR INACTIVE STATUS

Inactive status may be desired by some individuals who are not working or working where a license is not necessary. The law requires that a license must be “active” before “inactive” status may be granted.

Approval of this application will only waive payment of delinquency fee(s) and the Continuing educational requirements. The unpaid annual renewal fees must be remitted before the license is validated again. In addition, before reactivation, continuing education hours must be completed.

The maximum period of inactive status permission as a result of approval of this application is four consecutive years. The license must be reinstated in the 5<sup>th</sup> year to avoid reexamination. During the 4<sup>th</sup> year, you will receive a letter from our office that **continuing education hours must be completed to allow reactivation**. If the renewal fees are not paid for 5 years, reexamination will be required before the license may be reinstated.

Our office will notify you only once, during the fifth year that your inactive license will expire. It is important for you to remember that you will not receive an annual renewal notice while you are inactive. **It is your responsibility to contact this office if you wish to reactivate your license before the end of 5<sup>th</sup> year.**

To reinstate your license, you must pay the required annual licensing fees as well as the continuing education fee in order to avoid reexamination.

#### INSTRUCTIONS

**Complete this form and return to:**  
Laboratory Field Services  
850 Marina Bay Parkway  
Richmond, CA 94804  
Attn: Personnel Licensing Section  
510-620-3800

<b><i>DO NOT WRITE IN THIS SPACE</i></b>	
Year Last Renewed: _____	
Approved By: _____	Date: _____

\_\_\_\_\_  
**Name – First, Middle, Last**

\_\_\_\_\_  
**Address -- Number, Street, City, State**

_____ <b>LICENSE NUMBER</b>	_____ <b>SIGNATURE</b>	_____ <b>DATE</b>
--------------------------------	---------------------------	----------------------

**NOTE:** *Effective January 1, 1977, the Governor’s Executive Order No. B-22-76 became operational. This order is intended to protect the privacy of individuals by regulating the gathering and maintenance of personal data. The information requested on this form is mandatory, and is authorized under the provision of Chapter 3, Division 2 of the Business and Professions Code and Chapter 2, Title 17 of the California Code of Regulations.. Mandatory Information is used to properly identify an applicant and to determine an individual’s eligibility for licensure. Failure to provide such information would preclude acceptance of your application. You have the right to review your file, which is maintained by Laboratory Field Services at the above address.*