

Chapter 135-6 REGULATION OF LICENSES

Rule 135-6-.01 Display of Licenses

Licensed Professional Counselors, Master's Social Workers, Clinical Social Workers and Marriage and Family Therapists shall display their license and evidence of renewal in a conspicuous place in their office or place of business or employment.

Rule 135-6-.02 Change of Name or Address

It is the duty of each licensee to notify the Board in writing of any change of name or address from that previously filed with the Board. A notice of change of name must be accompanied by a certified copy of a marriage certificate, court order or other legal document.

Rule 135-6-.03 Biennial Renewal Cycle

- (1) All licenses shall expire on September 30 of even numbered years.
- (2) Renewal notices are only sent as an accommodation. The responsibility of license renewal remains with the license holder.
- (3) The applicant for renewal shall submit to the Board, on or before September 30 of even numbered years:
 - (a) A completed application for renewal; and
 - (b) The biennial renewal fee (See Fee Schedule); and
 - (c) Certification of having satisfied the continuing education requirement, as set forth in Rule [135-9-.01](#), during the preceding two year period, beginning October 1 of even numbered years.
- (4) Applications for renewal of licenses submitted between October 1 of the renewal year and December 31 of same even numbered year s will be considered late and will be required to pay a late renewal penalty fee (See Fee Schedule). Failure to renew a license by the end of the established late renewal penalty period, which is December 31 of the renewal year, shall have the same effect as a revocation and reinstatement of the revoked license shall be in the discretion of the Board.
- (5) Unless the license is renewed on or before September 30 of even numbered years, continued practice after such date shall constitute unlawful practice and is grounds for discipline.

Rule 135-6-.04 Revocation of Expired Licenses and Reinstatement of Expired Licenses

- (1) Failure to renew a license by the end of the established late renewal penalty period, December 31 of even numbered years, shall have the same effect as a revocation of said license and reinstatement of the license shall be in the discretion of the Board. If an

application for reinstatement is submitted to the Board within five (5) years of the expiration date of the license, the Board shall require documentation of thirty five (35) hours of continuing education activities for **EACH** renewal cycle missed, a minimum of thirty five (35) of which must have been completed within two years of the date the reinstatement application is received by the Board, and payment of a late renewal penalty fee as set by the Board (See Fee Schedule). At its discretion, the Board may require additional information.

- (2) If an application for reinstatement is submitted to the Board more than five (5) years after the expiration of a license, an applicant must provide the following with their application:
 - (a) A completed application for reinstatement, the required fee and documentation of thirty five (35) hours of continuing education activities that were completed within two years of the date the reinstatement application is received. In addition, the applicant must (re)take and pass the required licensing examination. **However**, the (re)taking of the exam is not required if an applicant for reinstatement is currently, and has continuously been, licensed and practicing in another state/jurisdiction whose licensure requirements meet or exceed the current Georgia licensure requirements. All other provisions apply.
 - (b) In order to meet the requirements listed above (2), the applicant may use any qualifying education, experience and supervision, including any which were applied toward his/her previous application for licensure.
- (3) Associate level licenses (Associate Professional Counselor and Associate Marriage and Family Therapist) that lapse for failure to renew by the end of the established late renewal penalty period may be reinstated only once, and reinstatement is at the discretion of the Board. All other provisions apply.

Rule 135-6-.05 Repealed

Rule 135-6-.06 Inactive Status

- (1) Inactive licensure status is not available for Associate Professional Counselors or Associate Marriage and Family Therapist licensees.
- (2) A licensee who does not intend to practice in Georgia and who therefore does not intend to practice or to use the title Professional Counselor, Social Worker, or Marriage and Family Therapist may apply to convert an active license to inactive status. An individual who holds an inactive license will not be required to renew their license or to satisfy the biennial renewal requirements.
- (3) A license may remain inactive for no more than five (5) years from the date the status is converted to inactive by the administrative staff. If a licensee has not applied to reactivate their license before the five (5) year deadline, the license will be revoked for failure to reactivate.
- (4) A person who holds an active license may apply for inactive status in the following manner:
 - (a) Submit a completed, signed, notarized "Request for Inactive Status" application to the Board. There is no fee to apply for inactive status;

- (b) Submit the license pocket card with the application.
- (5) A person who holds an inactive license may apply to reactivate their license within five (5) years or less from date active status was converted to inactive status by the administrative staff in the following manner:
 - (a) Submit an Application for Reactivation;
 - (b) Submit the reactivation fee (see fee schedule); and
 - (c) Submit evidence that the licensee has obtained thirty five (35) hours of continuing education pursuant to Board rule 135-9 within two (2) years of the date of the application for reactivation.
 - (d) Upon receipt of the application, the fee and continuing education documents, and upon approval by the Board, the license will be reactivated.
- (6) After five (5) years of inactive status, an Application for **Reinstatement** must be filed pursuant to Board rule [135-6-.04](#).