MSNCB POLICY 416

Title: INACTIVE STATUS

PURPOSE
MSNCB certified nurses with current certifications who are unable to meet the continuing educational requirement or the practice requirement may apply for Inactive Status. If approved, Inactive Status will be granted for one three (3) year period only and is a one-time career option.

POLICY
To apply for inactive status, the certified nurse must complete the recertification application minus the contact hour documentation pages and submit a letter of explanation for the request. The application for inactive status must be submitted ninety (90) days before the expiration of the current certification.

If approved, inactive status will be granted for only one three (3) year period. During this time, the credential cannot be used. Under no circumstance will the inactive period be extended beyond three (3) years.

In order to reactivate certification before or at the end of the three (3)-year inactive period, the nurse must apply for recertification by continuing education or by examination and meet all current eligibility criteria and pay all appropriate fees. Criteria for eligibility must be accrued within the appropriate years immediately preceding reactivation. If approved, the new certification period will be effective for five (5) years from time of reactivation.

PROCEDURE
1. The applicant must submit a current recertification application minus the contact hour documentation section, the inactive status fee, and a letter requesting inactive status and detailing the reasons.
2. The MSNCB requires a minimum of 90 days to review complete applications for inactive status. If additional information or documentation is requested, a decision will be made within 90 days of the receipt of that information.
3. All applications for inactive status will be forwarded to the chair and the board liaison of the respective Recertification Committee for review.
4. The chair will provide the national office with written documentation of the decision to approve or reject inactive status.
5. The applicant will be notified by email/letter of the decision.
6. If granted, the inactive status will begin the day after expiration of the certification. The expiration date of the inactive status will be three (3) years from the expiration date.
7. At the end of the inactive period, the nurse must apply for recertification and meet all eligibility criteria within the immediate past five (5) years to reactivate the certification.
8. Applicants who use the credential during their inactive status will have their certification revoked according to policy.
9. Recertification packets will be sent to each nurse granted inactive status according to policy.

History:

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<thead>
<tr>
<th>Origination Date:</th>
<th>Review Dates:</th>
<th>Revision Dates:</th>
<th>Formerly:</th>
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<tbody>
<tr>
<td>February 2007</td>
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<td>November 2008</td>
<td>Policy 418</td>
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<pre><code>                    |               | September 2011 |           |
                    |               | April 2013     |           |
                    |               | May 2016       |           |
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