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STATE OF NEVADA  
BOARD OF EXAMINERS  
FOR  
ALCOHOL, DRUG AND GAMBLING COUNSELORS

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PLEASE READ

**NAC 641C.275 : Deactivation of license or certificate; procedure for reactivation; expiration and renewal.  
(NRS 641C.200)**

1. A counselor or certified intern may place his or her license or certificate on inactive status for a 12-month period. To inactivate his or her license or certificate, a counselor or certified intern must submit to the Board a written request; indicating they want their license to be placed on an inactive status and a money order of **\$25.00**.

2. A counselor or certified intern may reactivate his or her license or certificate at any time during the period in which the license or certificate is inactive. To reactivate his or her license or certificate, a counselor or certified intern must submit to the Board:

(a) Intern: submit a new supervisor agreement form, \$37.50 renewal, and \$25.00 reactivation fee. *Supervisor must be onsite, employed with the same agency.*

(b) License counselors: complete renewal application form complete with \$250.00 renewal fee plus \$25.00 reactivation fee

Proof of completion of all hours of continuing education required to be completed pursuant to NAC 641C.300 for the period in which the license or certificate was inactive.

3. If a inactive license or certificate is not reactivated before the end of the period for which the license or certificate is inactive, the Board will consider the license or certificate to have expired and the license or certificate may only be renewed pursuant to NRS 641C.460.

If you certificate/licensure was considered late at the time of inactive status request, you will be required to pay the \$75.00 late renewal fee.

I am requesting that my certificate/license be placed in inactive status for a period of one year. I have enclosed the required \$25.00 deactivation fee.

NAME: \_\_\_\_\_ LIC# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_