



State of Tennessee Department of Health

Division of Health Related Boards

Administrative Policies and Procedures

**Subject: Renewal for Licensees
Called to Active Military Duty**

File No: 404.02

Approved by: _____
Robbie H. Bell, Director

Effective Date: 04/10/03

PURPOSE: To protect licensees who are active in military service, who have been deployed for action and are not available to renew their licenses or to obtain required continuing education in a timely manner.

POLICY: The Division shall allow special consideration for renewal of the licenses of military personnel who were called to active duty, and were unable to obtain required continuing education or to renew their license timely.

PROCEDURES:

- A. Any licensee who held an active license with Health Related Boards at the time he/she was called to active duty in the military of the United States, and was unable to renew that license while on active duty, shall notify the appropriate board office in writing.
 1. The licensee shall submit a letter stating the reason for non-renewal of the license was active duty in the U.S. Military.
 2. Dates and proof of service shall be submitted to the office by the licensee.
- B. Upon receipt of notification and proof of active service, the licensee shall be allowed to renew the license with no late renewal or penalty fees added to the cost of renewal.
 1. A copy of all documentation regarding notification and proof of active service shall be included in the permanent licensure file of the licensee.
- C. A licensee whose license has been expired for one year or less shall not be required to complete required continuing education for renewal of the license at that time.
- D. A licensee whose license has been expired for more than one year shall be required to obtain one-half of the required continuing education in order to have the license renewed.

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