



ALABAMA BOARD OF EXAMINERS IN PSYCHOLOGY

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INACTIVE STATUS PROCEDURES

Revised August 2017

A licensee may request that the Board designate his/ her license as inactive at any time before the annual date of renewal, which is October 15th each year. Granting inactive status to a licensee revokes all privileges associated with licensure until reactivation/ reinstatement is requested by the licensee and is granted by the Board. Any individual whose license is inactive shall not practice psychology or use the title “Licensed Psychologist” or “Licensed Psychological Technician”. Any person violating this rule shall be considered practicing without a license and shall be subject to disciplinary action by the Board.

Inactive status does not negate the jurisdiction of the Board over actions of a licensee during any period active licensure.

TO REQUEST INACTIVE STATUS:

1. Contact the Board Office to request the Application for Inactive Status form.
2. Complete the Application for Inactive Status form, making sure that it is signed, dated, and notarized.
3. Mail the form to the Board Office at:
Alabama Board of Examiners in Psychology
100 North Union Street
Suite 880
Montgomery, Alabama 36109
4. Upon receipt of the request, the Board will respond in writing.

CONTINUATION OF INACTIVE STATUS:

A psychologist or psychological technician who holds an inactive license will receive a Continuation of Inactive Status as well as a Renewal Notice form from the Board at the approach of the annual renewal date. If the licensee elects to continue the inactive status for the next fiscal year, he/ she must submit the completed Continuation of Inactive Status form and the current Inactive Fee (payable by check, Money Order, or Cashier’s Check) to the Board Office on or no later than October 15th (the date of renewal each year).

Failure to respond to the Board by either electing to restore/ reinstate the license to active status or by continuing inactive status shall cause a license to lapse. Any person practicing psychology in the State of Alabama without an active and valid license (and not working in an exempt setting) shall be subject to disciplinary action by the Board.

REINSTATEMENT OF A LICENSE AFTER A PERIOD OF INACTIVE STATUS:

To have an inactive license reinstated/ restored for practice, a licensee must:

1. Contact the Board Office to request the Reinstatement of Active Status Request form.
2. Complete the Reinstatement of Active Status Request form, making sure that it is signed, dated, and notarized.
3. Mail the request, along with **1) payment of the current annual renewal/continuing education fee** (payable by check, Money Order, or Cashier’s Check), and **2) submission of proof of compliance with the Continuing Education requirement for the previous year** (i.e. Certificate of Completion and the Individual Reporting Form), to the Board Office at:
Alabama Board of Examiners in Psychology
100 North Union Street
Suite 880
Montgomery, Alabama 36109
4. Upon receipt of the request, the Board will respond in writing.

If a psychologist or psychological technician is alleged to have violated any prohibition on professional conduct as referenced by law, the Board, upon hearing and proof of the violation, may deny reinstatement/ restoration of the license or prohibit the psychologist/ psychological technician from applying for reinstatement/ restoration of licensure.