



ALABAMA BOARD OF EXAMINERS IN PSYCHOLOGY

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Montgomery, AL 36104

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INACTIVE STATUS PROCEDURES

Revised August 2025

A licensee may request that the Board designate their license as **Inactive** at any time prior to the annual renewal deadline of **October 15**. Granting Inactive status immediately suspends all privileges associated with licensure until reinstatement is requested by the licensee and approved by the Board.

Important Restrictions:

- A licensee with Inactive status may **not** practice psychology or use the title *Licensed Psychologist* or *Licensed Psychological Technician*.
- Any individual who violates this rule will be considered to be practicing without a license and will be subject to Board disciplinary action.
- Inactive status does **not** remove the Board's authority over any actions taken during periods of active licensure.

Requesting Inactive Status

1. Visit the Board's website or contact the Board Office to obtain the *Application for Inactive Status* form.
2. Complete the form, ensuring it is signed, dated, and notarized.
3. Mail the form to:

Alabama Board of Examiners in Psychology

100 North Union Street, Suite 880

Montgomery, AL 36104

4. The Board will respond in writing upon receipt of the request.

Continuing Inactive Status

At each renewal period, the Board will send both a *Continuation of Inactive Status* form and a renewal notice to any licensee whose license is Inactive. To maintain Inactive status for the next licensure year, the licensee must:

- Submit the completed *Continuation of Inactive Status* form and current fees to the Board Office **no later than October 15**.
- Payment may be made electronically.

Failure to either reinstate the license to Active status **or** renew Inactive status by the deadline will result in the license lapsing. Practicing psychology in Alabama without a valid Active license (unless in an exempt setting) will subject the individual to disciplinary action.

Reinstating a License from Inactive Status

To reinstate an Inactive license, a licensee must:

1. Visit the Board's website or contact the Board Office to obtain the *Reinstatement of Active Status* form.
2. Complete and notarize the form.
3. Mail the notarized form along with:
 - Payment of the current fees (by check, money order, or cashier's check)
 - Proof of completion of the previous year's Continuing Education requirements to:

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4. The Board will respond in writing upon receipt of the request.

If a licensee is found to have violated professional conduct laws or rules, the Board may deny reinstatement or prohibit future applications for reinstatement or restoration of licensure.