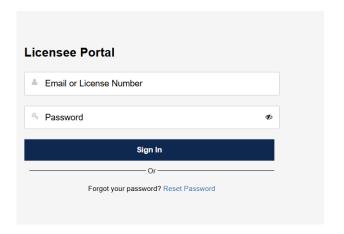
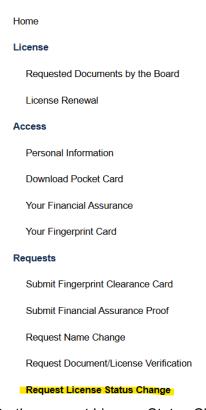
1. Log into the Board's <u>Licensee Portal</u>. Before starting the process, verify the current status of your license on the <u>Board's registry</u>. This information will be needed to complete the process.

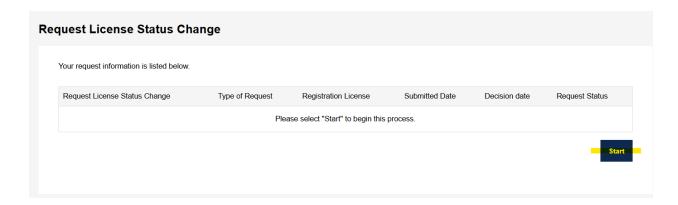




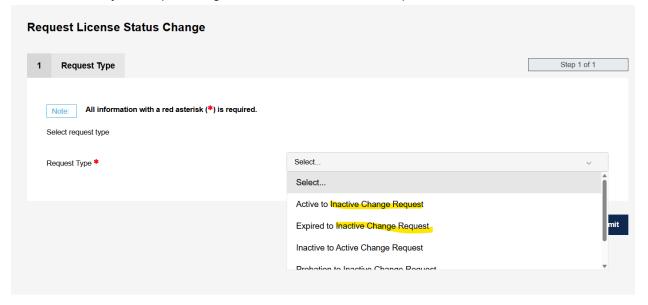
2. When you log in, you will be redirected to the Licensee Portal Home Page. On the Home Page, Select "Request License Status Change" to be directed to the Request License Status Change page.



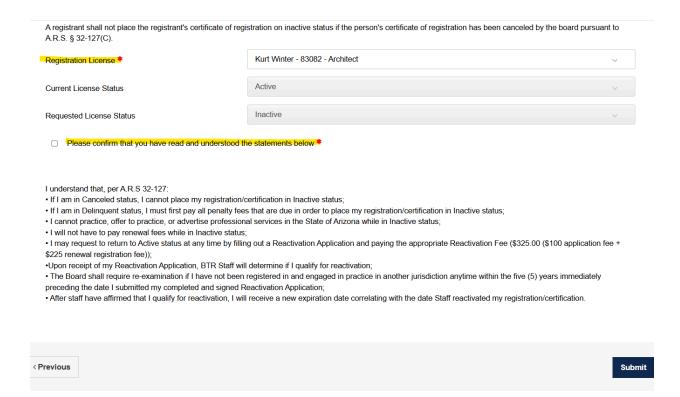
3. On the request License Status Change page, select Start to begin the process.



4. On Step 1 of 2, select the appropriate Request Type based upon your current license status. If you don't know your current license status, look it up on the Board's online registry. The request should indicate your request to go inactive. Select Submit to proceed.



5. On Step 2 of 2, indicate the license you wish to inactivate; the system will let you know whether the chosen license can be inactivated. If the system does not prevent you from proceeding, click on the acknowledgement box and select Submit.



6. After you submit your request, you will receive an automated email from the Board's online platform. Board staff will review your request and reach out to you if they have any questions. Otherwise, Board staff will process your request and, if approved, your license will automatically change to inactive status in the Board's system and on its online registry.