

## **121-4-.02 Renewal, Reinstatement, and Expiration. Amended.**

(1) Licenses and certificates will be renewed biennially by the expiration date as provided by Rules of the Joint Secretary, State Examining Board, 295-2. The renewal fees, late fees, and reinstatement fees will be approved by the Board in order to recover costs of administering the licensure requirements. Fees will be published in a separate schedule and will be made available to all persons licensed under this Board.

(2) Licenses or certificates if not renewed by the expiration date shall be not current and shall be deemed invalid. Any person holding such a license or certificate shall not be authorized to engage in the business or profession for which licensed.

(3) Persons may apply for renewal by submitting on or before the expiration date a completed renewal application and renewal fee.

(4) Neither the failure of the board to send nor the failure of the licensee or certificate holder to receive a renewal form shall excuse the failure to renew the license or certificate.

(5) Persons not renewing a license or certificate on or before the expiration date may apply for late renewal within six months of the expiration date by submitting a completed renewal application form with the renewal fee and late fee. Licenses and certificates not renewed within 6 months of the expiration date shall be deemed revoked. Reinstatement of such license or certificate shall be at sole discretion of the appropriate division.

(6) Persons not renewing within the 6 months late period may apply for reinstatement of the license or certificate by submitting a reinstatement application with a fee equal to the total of all current and missed renewal fees, the penalty fee, and the reinstatement fee. The reinstatement of any license or certificate shall be at the sole discretion of the appropriate division and such division may deny the license or certificate or approve such license or certificate with any conditions it may deem necessary, including but not limited to the retaking of the licensure examination. However, if the reinstatement application is submitted more than 3 years after the expiration date of the license or certificate, the applicant shall submit the required fee and meet all current qualifications for an applicant for a new license or certification, including reexamination, in addition to any other conditions required by the appropriate division.

(7) Applications for renewal or reinstatement of licenses and certificates must include, but is not limited, to the following:

(a) any findings or pleas of guilty or pleas under nolo contendere or under the "First Offender Act" for the commission of any felony or misdemeanor, other than minor traffic violations, made after approval of the previous renewal application or licensure application;

(b) authorization for division to receive any criminal history record information pertaining to the applicant which may be in the files of any state or local criminal justice agency;

(8) Applications for renewal or late renewal of conditioned air contractors, electrical contractors, master plumbers and journeyman plumbers licenses shall include a statement from the licensee indicating whether or not continuing education requirements provided for in this Chapter of the Board Rules have been completed. Licensees must submit documentation of completion of the continuing education requirements to the division upon request.

(9) Applications for reinstatement of conditioned air contractors, electrical contractors, master plumbers, and journeyman plumbers licenses must include evidence of completion of 4 hours of continuing education as defined in this Chapter for each year since the last renewal of the license. If a license has not been renewed or reinstated since the issuance of the license, the application for reinstatement must include evidence of completion of 4 hours of continuing education for each year since the initial issuance of the license.

Authority O.C.G.A. Secs. 43-1-19, 43-1-19(a)(3), 4, 5, 43-14-5; 43-14-5(5), 43-14-6, 43-14-6(a)(5).

**History.** Original Rule entitled "Qualifications for Licensure and Registration" was filed as Emergency Rule 121-4-1-0.10-.02 on September 29, 1980; effective September 25, 1980, the date of adoption, to remain in effect for a period of 120 days or until the effective date of a permanent Rule covering the same subject matter superseding this Emergency Rule, as specified by the Agency. **Amended:** Emergency Rule repealed and permanent Rule of same title adopted. Filed November 7, 1980; effective November 27, 1980. **Amended:** Emergency Rule 121-4-1-0.12-.02 was filed on November 10, 1980; effective November 5, 1980, the date of adoption, to remain in effect for a period of 120 days or until the effective date of a permanent Rule covering the same subject matter superseding this Emergency Rule, as specified by the Agency. **Amended:** Rule repealed by Emergency Rule 121-4-0.16-.02 entitled "Renewal and Expiration." Filed April 28, 1981; effective April 22, 1981, the date of adoption, to remain in effect for a period of 120 days or until the effective date of a permanent Rule covering the same subject matter superseding this Emergency Rule, as specified by the Agency. **Amended:** Emergency Rule 121-4-0.16-.02 repealed and permanent Rule 121-4-.02, of same title, adopted Filed July 30, 1981; effective August 19, 1981. **Amended:** Emergency Rule 121-4-0.19 was filed March 2, 1982; effective March 3, 1982, to remain in effect for a period of 120 days or until the effective date of a permanent Rule covering the same subject matter superseding this Emergency Rule, as specified by the Agency. **Amended:** Filed December 8, 1982; effective January 1, 1983, as specified by the Agency. **Amended:** Rule repealed by Emergency Rule 121-4-0.23-.02. Filed March 22, 1983; effective March 16, 1983, the date of adoption, to remain in effect for a period of 120 days or until the effective date of a permanent Rule covering the same subject matter superseding this Emergency Rule, as specified by the Agency. (Said Emergency Rule expired July 13, 1983.) **Amended:** Emergency Rule 121-4-0.30, which repealed the Rule and adopted a new Rule of same title, was filed on July 31, 1984; effective July 25, 1984, the date of adoption, to remain in effect for a period of 120 days or until the effective date of a permanent Rule covering the same subject matter superseding this Emergency Rule, as specified by the Agency. **Amended:** Emergency Rule 121-4-0.30 repealed and a permanent Rule of the same title adopted. Filed October 12, 1984; effective November 1, 1994. **Amended:** Emergency Rule 121-4-0.34-.02(3) adopted. Filed June 11, 1985, effective June 7, 1985, the date of adoption, to remain in effect for a period of 120 days or until the effective date of a permanent Rule covering the same subject matter superseding this Emergency Rule, as specified by the Agency. (Said Emergency Rule expired October 4, 1985.) **Amended:** Filed October 11, 1985; effective October 31, 1985. **Amended:** F. Jun. 6, 1991; eff. Jun. 26, 1991. **Amended:** F. Jul. 9, 1991; eff. Jul. 29, 1991. **Amended:** Rule retitled "Renewal, Reinstatement, and Expiration". F. Sept. 3, 1993; eff. Sept. 23, 1993. **Amended:** F. Jun. 27, 1994; eff. Jul. 17, 1994. **Amended:** F. Dec. 4, 1996; eff. Dec. 24, 1996.