

**IDAHO BOARD OF CHIROPRACTIC PHYSICIANS**  
**Idaho Division of Occupational and Professional Licenses**  
11341 W. Chinden Blvd., Bldg. #4, Boise ID 83714 or  
P.O. Box 83720, Boise ID 83720-0063  
Phone: (208) 334-3233 Website: <https://dopl.idaho.gov>  
E-mail: [chi@dopl.idaho.gov](mailto:chi@dopl.idaho.gov)

**REQUEST TO MAKE LICENSE INACTIVE**

I hereby request my license(s) number(s) \_\_\_\_\_ be placed on inactive status.

I understand I may reactivate my license(s) for up to five (5) years by paying the difference between the full licensure fee and the inactive licensure renewal fee and submitting verification of continuing education and compliance with any other requirements of Idaho laws and rules.

I further understand that I am not allowed to practice while on inactive status.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Rule 300 states:

- a. An inactive license must be renewed annually by submitting the established fee and renewal application. Inactive licenses not renewed will be cancelled.
- b. An inactive license cancelled for failure to renew may be reinstated in accordance with Section 67-2614, Idaho Code, with the exception that the reinstatement fee shall be one hundred fifty dollars (\$150).
- c. Inactive license renewals and licenses will be marked "inactive."
- d. An inactive license holder may not practice in Idaho while on inactive status.
- e. All continuing education requirements will be waived for any year or portion thereof that a licensee maintains an inactive license and is not actively practicing or supervising in Idaho.

03. Return to Active Status of License Inactive for Five (5) or Fewer Years. An inactive license holder whose license has been inactive for five (5) or fewer years may convert from inactive to active license status by:

- a. Making written application to the Board on a form prescribed by the Board;
- b. Providing documentation to the Board showing successful completion within the previous twelve (12) months of the continuing education requirements for renewal of an active license; and
- c. Paying a fee equivalent to the difference between the current inactive fee and the active renewal fee.

04. Return to Active Status of License Inactive for More Than Five (5) Years. An inactive license holder whose license has been inactive for more than five (5) years may convert from inactive to active license status by:

- a. Making written application to the Board on a form prescribed by the Board.
- b. Providing an account to the Board for that period of time during which the license was inactive and fulfilling requirements that demonstrate competency to resume practice. Those requirements may include, but are not limited to, education, supervised practice and examination as determined by the Board. The Board may consider practice in another jurisdiction in determining competency.
- c. Paying a fee equivalent to the difference between the current inactive fee and the active renewal fee.