



Office of Addiction Services and Supports

Request for Credential Inactivation Status

If your credential is not expired, and you are unable or do not wish to recredential prior to your credential expiration date, you may request to be placed on inactive status for the duration of your next renewal period.

Inactive status will expire at the end of your next three-year renewal period. Prior to the expiration of that period, you may reactivate your credential by completing the reactivation requirements and paying the \$350 reactivation fee; or inactive status may be requested for an additional three-year renewal period by submission of a new Request for Credential Inactivation Status form.

Under no circumstances can inactivation status be applied for more than three renewal periods.

Failure to renew or inactivate your credential at the end of the three-year inactivation period will result in the deactivation of your credential. **In order to become credentialed in the future, you must complete the initial credentialing application process again meeting all the requirements of the Part 853 regulation in effect at that time. This could include additional educational hours, additional work hours, and/or taking and passing the exam.**

NOTE: During the three-year inactivation period, you may not identify yourself by the inactive credential and may not perform the functions of that credential.

To request inactivation of your credential, please complete and return this form to:

NYS OASAS
Attn: Credentialing Unit
1450 Western Avenue
Albany, New York 12203-3526

Name

Address

E-Mail

Home Telephone Number

Cell Phone Number

Social Security Number (Last Four Digits)

Credential Number

Expiration Date

If you have questions pertaining to inactivation status, please call the OASAS Credentialing Unit at 1-800-482-9564, Option 1.

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