

**CREDENTIALLED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR (CASAC) RENEWAL APPLICATION
REQUEST FOR CASAC INACTIVATION STATUS**

If your credential is not expired, and you are unable to recredential at the time of expiration, you may request to be placed on inactive status for the duration of your next renewal period. ** Please note you may not submit this form any earlier than 45 days of your credentialed expiration date

Inactive status will expire at the end of your three-year renewal period. At such time, completion of the reactivation requirements and a \$350 fee will be required; or inactive status may be requested for an additional renewal period by submission of a new Request for CASAC Inactivation Status form.

Under no circumstances will inactivation status be extended for more than 3 renewal periods or a maximum of 9 years over the lifetime of the credential.

Failure to renew or inactivate your credential before the end of the three-year inactivation period will result in deactivation of your credential. If your credential is deactivated and you wish to become credentialed in the future, you will be required to complete the CASAC Application process over again and to meet all regulatory requirements for the current application, which may include additional education, work experience and/or successful completion of the IC&RC exam.

NOTE: During the next three-year inactivation period, you will not be credentialed nor permitted to identify yourself as credentialed. You will not be authorized to engage in SUD counseling and/or use the title CASAC. During any inactive period, you will be required to abide by the CASAC Canon of Ethical Principles or you may be subject to a misconduct complaint.

To request inactivation of your credential, please complete and return just 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

Credential Expiration Date

PLEASE INACTIVATE MY (circle one): CASAC CPP CPS

If you have questions pertaining to inactivation status, please email credentialing@oasas.ny.gov.