

RENEWAL/REINSTATEMENT FORM

U.C.A., make it unlawful and punishable as a criminal offense to practice your occupation or profession beyond the expiration of your license.

LICENSE NUMBER	OCCUPATION / PROFESSION TITLE	RENEWAL FE	E EXPIRATION DATE	REINSTATEMENTS
Please fill in:	Certified Medication Aide	\$42.00	March 31st of odd years	Additional fees are required after expiration. See reverse for details.
↓ NAME AND A E	DDRESS OF RECORD↓	↓ ADDR	ESS / PHONE CO	DRRECTION ↓
lame:		le t	his a new address	? □ Yes □ No
ddress:			This a new address	7: L 103 L 110
			information will be use	d for all correspondence
City:	State: Zip:	from	DOPL. You may use a	business address or PO
Phone: ()		char	instead of a home addinges, notify DOPL directice forwarding order. So	tly. Do not rely on a posta
Email:			web@utah.gov	abiliit changes to
	STIONNAIRE Answer "YES" or "		restion Do not leave	any question blank
Please note that false, misle	ading, or fraudulent answers may result in los	s of licensure and/or	criminal prosecution and a	re subject to random audit.
1 Sinc	e offenses such as driving while impaired or intoxicated must be the last renewal or issuance of this license			
a ple	ea in abeyance to, or entered into a deferred se	entence with respect to	o any felony or misdemeand	or in any jurisdiction?
	te the last renewal or issuance of this license har jurisdiction?	ave you been charged	d with or arrested for any fei	ony or misdemeanor in
Dyes DNs 3. Sinc	e the last renewal or issuance of this license ha	ave you surrendered	or had any disciplinary actio	n taken against a
Yes No 4. Are	nse to practice in a regulated profession? you currently under investigation or is any disci	plinary, administrative	e, or criminal action pending	against you now by
any	agency? TO QUESTION 1, 2, 3 OR 4 ABOVE, SEE #1			
	10 QUESTION 1, 2, 3 OR 4 ABOVE, SEE #1	A ON PAGE TWO F	OR INSTRUCTIONS ON AD	DITIONAL REQUIREMENTS.
Please Select ONE: ☐ I am a United State	es citizen OR a non-citizen of the United	d States who is lav	vfully present	
	onal not physically present in the United		71	
☐ None of the above	e (please explain):			
Driver's License o	r State ID card:			
		ID/License Numb		xpiration date
	old a US Driver's license or a US State ID, y nts(s) showing evidence of lawful presence			nt and valid government
	ATURE Read the following ca			ructions as indicated.
	perjury that I am a United States citizen or a			
	ompleted or will complete all renewal require	-		
	cense. I understand that I may be subject to			
for the renewal or reinsta	the licensee described and identified in this a tement of this license. To the best of my kno ud, misrepresentation, or omission of materi	owledge, the informa	ation contained in this appl	lication is complete and
and will be available for in	nspection by the public, except with regard t ernment Records Access and Management	o the release of info	rmation which is classified	
Social Security Numbe	r			
Signature:		Date:	(If unable to sign, see	#1B on page 2 for instructions.)
	REMENTS Specific to your license.	:	Unlawful Conduct:	Your license will automatically
In accordance with Subsection	on <u>R156-31b-303(</u> 3)(c), a Medication Aide –	Certified shall		new it prior to its expiration expires you may not practice
	approved continuing education related to me iring the two-year renewal period ending Ma		until a new license is Subsection <u>58-1-501</u>	issued. (1)(a) and Section <u>58-1-502</u> ,

DO NOT submit documentation of your completed hours unless you are audited and

numbered year.

requested to do so.

ADDITIONAL REQUIRED DOCUMENTATION

- A. If you answered "yes" to question 1, 2, 3, and/or 4 on the first page of this renewal, you must submit complete documentation including a personal narrative and any police arrest report, court docket, probation/parole officer report, diversion agreement, and/or plea in abeyance agreement for each and every arrest, charge, and/or conviction.
- B. If you cannot sign the Affidavit on the first of this renewal, you must submit a complete written explanation of why you cannot sign. If applicable, this explanation must include the reasons you have not or will not complete the continuing education requirements before the expiration or reinstatement of your license. DOPL personnel will reach a renewal decision on a case-by-case basis after a thorough review of your explanation. Additionally, you may be requested to provide additional information if the documentation submitted is insufficient.

CHECKLIST FOR TIMELY RENEWAL / REINSTATEMENT BY MAIL

Answer all four of the certification questions on page 1 and provide additional documentation, if applicable (#A above).
Sign the Affidavit on page 1 or submit a complete explanation of why you cannot sign (#B above).
Pay the correct fee. If reinstating a license after the expiration date, you must pay an additional reinstatement fee.
Sign your check or money order. DO NOT SEND CASH. (Make checks or money orders payable to "DOPL.")
Enclose documentation of your legal name change, if applicable.
Mail all fees, forms, and documentation to DOPL at PO Box 146741, Salt Lake City, UT 84114-6741.

LEGAL NAME CHANGE: If your legal name has changed, you must verify the change by submitting a copy of a marriage certificate, divorce decree, court order, social security card, or contractor name change form. If your name change represents a new business entity, you must submit a new application for licensure before beginning practice as the new entity.

<u>ADDRESS OR EMAIL CHANGE:</u> You must keep your address current with DOPL, including your email address. You cannot rely on postal service forwarding. Submit changes online at www.dopl.utah.gov. (If licensed as an entity, including sole proprietor, you must also notify the Utah Division of Corporations of any change: (801) 530-4849.)

<u>TIMELY RENEWAL</u>: You are responsible to comply with all renewal / reinstatement requirements stated in statute and rule. Your license will automatically expire unless you renew it prior to its expiration date. Therefore, you are encouraged to immediately submit a completed Application for License Renewal / Reinstatement. You can save time by renewing online at www.dopl.utah.gov where you can immediately print out a confirmation of renewal.

<u>APPLICATION APPROVAL</u>: Your application will be approved unless you do not meet the renewal / reinstatement requirements or have engaged in serious misconduct. Licenses with specific requirements listed on page 1 of this form may be subject to audit by DOPL. Those selected for audit will be notified. Please note that DOPL reserves the right to initiate action at any time against a licensee who did not meet the renewal / reinstatement requirements at the time the license was issued.

NON-REFUNDABLE FEES: Renewal fees paid with this application are for processing your request for renewal of licensure and are non-refundable. Please be aware that simply paying the fees does not mean that your license will be automatically renewed unless you meet the current renewal requirements and thereby qualify for a renewed license.

REINSTATEMENT FEES: If you fail to timely renew your license, you will be subject to the following conditions:

- If you are reinstating your license within 30 days after the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$20.00 for **EACH** license being reinstated.
- If you are reinstating your license after 30 days and within two years of the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$50.00 for **EACH** license being reinstated. (*Reinstating Lien Recovery Fund members must also submit another \$50.00 in addition to any special LRF assessments.)*
- Fees are subject to change each July 1. If listed, the fees on the application are current at the time printed. Please verify the current fee at www.dopl.utah.gov if applying for reinstatement more than one year following expiration of your license.

NOTICE: If you fail to reinstate your license within two years of the expiration date of your license, you must submit a new application, meet current requirements for licensure, and pay the fees specified in subsection R156-1-308g (3). Contact DOPL for assistance if reinstating after two years of expiration.

<u>ON-LINE RENEWAL INFORMATION</u>: Most professional licenses can be renewed on-line at <u>www.dopl.utah.gov</u> by using a credit or debit card and a unique "Renewal ID Number" (similar to a pin number). This timesaving system allows for convenient license renewal. The updated license should be emailed to the email in your record on the next business day. Contact DOPL if you do not have a renewal ID number.

TAX ID NUMBER: The Tax ID Number for the Division of Professional Licensing is 87-6000545.