



Iowa Board of Certification

REQUEST FOR INACTIVE STATUS (MHPSS, PRS, CTA)

Complete this form online, save it to your computer, and scan/email it to IBC at info@iowabc.org. It may also be printed and mailed to the IBC office with the applicable fee.

Be sure you carefully review the eligibility requirements for requesting Inactive Status (in the Handbook which is found on the IBC website) as well as IBC's policy and procedure for reactivating once you return to the field.

I am a: MHPSS ___ PRS ___ CTA ___

Name (as shown on your certificate) _____

Home Address _____

City, State, Zip Code _____

Phone Number (____) _____ Cell _____ E-Mail _____

Note: It is essential that you provide an email address so you continue to receive notifications and updates from IBC

Certificate Number _____

Certificate Expiration _____

Reason for Requesting Inactive Status

Last Date working in the Field _____

Approximate date for returning to the Field _____

FEE

Inactive Fee (first year)	\$25.00
Inactive Fee (every year after first year)	\$15.00
Late Fee (if 1-45 days late postmarked)	\$10.00

TOTAL PAID (cash ___ check/money order ___ Dwolla ___) _____

APPLICANT SIGNATURE _____

DATE _____