



Application for Inactive Status

A licensee may place a license in a formal inactive status with the Texas Department of Aging and Disability Services (DADS) for up to two renewal periods. To place a license in a formal inactive status, the licensee submits the following to DADS on or before the date the license expires:

- (1) the Inactive Status Application form; and
- (2) the \$250 inactive status fee.

Licensees must renew the inactive license on or before the date the second inactive status expires by submitting to DADS:

- (1) the \$250 renewal fee;
- (2) proof of completing 40 clock hours of continuing education as listed in Title 40, Texas Administrative Code (TAC), Part 1, §18.35, (relating to Continuing Education Requirements for License Renewal); and
- (3) a Texas Department of Public Safety (DPS) criminal conviction report and fingerprint card.

In compliance with the Nursing Facility Administrator (NFA) Licensing Rules, Section 18.38, I wish to request that my license be placed on Inactive Status as a licensed NFA effective: _____.

I presently hold a valid license as an NFA, and I hereby apply for inactive renewal of my license. During the preceding licensure period of two years, I have not been convicted of any felony or misdemeanor. I am not attempting to obtain renewal through misrepresentation or deceit, or by making a material misstatement of fact in my license application. I hereby certify that I still meet all requirements for licensure. I have met and will continue to meet all standards imposed upon licensed NFAs by statute.

Name		License No.
Address		Area Code and Telephone No.
City	State	ZIP Code

 Signature _____ Date

Note: Include the renewal fee of \$250 by **cashier's check or money order only**, payable to the Texas Department of Aging and Disability Services, when returning this form.