

GUIDELINES FOR INACTIVE STATUS

Certified occupational health nurses who are temporarily not able to meet the requirements for recertification but do not wish to forfeit the credential can convert their credential to “Inactive” status.

The “Inactive” fee is \$100.00 per year and the maximum length of time granted for “Inactive” status is three years.

DURING THE “INACTIVE PERIOD”, THE CREDENTIAL MAY NOT BE USED

Upon recertification, the individual must pay the regular fee for the current five-year certification period and provide documentation necessary for recertification. Requirements for recertification shall be those in effect at the time of reinstatement.

If recertification occurs within the three year maximum time allowed for “Inactive” status, the OHN is not required to take the examination to regain “Active” status.

Once reinstated to “Active” status, the certified OHN may resume use of the credential and recertification will occur on the previously established 5-year cycle. If recertification does not occur by the end of three years, the individual will be placed in the “Closed” status.

CREDIT CARD PROCESSING REQUEST

DATE:

NAME:

NAME ON CREDIT CARD (if different than above):

TYPE OF CREDIT CARD:

- AMERICAN EXPRESS
- Master Card
- VISA
- DISCOVER

CREDIT CARD NUMBER:

SECURITY NUMBER ON BACK OF CARD: 3 OR 4 DIGITS:

AMERICAN EXPRESS ON THE FRONT:

EXPIRATION DATE:

ADDRESS THAT CREDIT CARD BILL IS SENT TO (including zip code):

AMOUNT TO BE CHARGED TO THE CARD: \$