

3250.0045 TERMS AND RENEWAL OF LICENSE.

Subpart 1. **Renewal of license.** To renew a license, a licensee shall submit an application for renewal to the board, postmarked no later than November 30 of each year.

Subp. 2. **Voluntary termination.** A licensee may indicate on the application for renewal that the licensee wishes to voluntarily terminate the license.

Subp. 3. **Failure to submit renewal application.** A licensee who has not renewed the license by November 30 must be notified by letter by December 30. The letter must be sent to the last known address of the licensee in the file of the board and must state that the renewal is overdue and that failure to pay the current fee and current late fee by January 30 will result in termination of the license. A second notice must be sent by first class mail to each licensee who has not paid the renewal fee and late fee at least seven days before the first board meeting to occur after January 30. This notice must state that board action will be taken to terminate the license of a person who has not responded to the first notice.

Subp. 4. **Termination due to nonrenewal of license.** The board shall terminate the license of a licensee whose license renewal has not been received by January 30 and to whom notification has been sent as provided in subpart 3. Failure of a licensee to receive notification because of the licensee's failure to provide the board with a current mailing address is not grounds for later challenge by the licensee of the termination. The former licensee must be notified by first class mail within seven days of the board action. The terminated status placed on a license may be removed by following the criteria of part 3250.0150 for reinstatement.

Statutory Authority: *MS s 148.623; 148.624; 214.06*

History: *25 SR 779*

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