

Check here if any information is new.

Name: _____ License #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Country: _____ Email: _____
(If, other than the United States)

ACTIVE STATUS \$150.00

MAINTAIN INACTIVE \$65.00

CHANGE TO INACTIVE \$65.00

INACTIVE TO ACTIVE \$85.00

Your Montana Addiction Counselor License expires ANNUALLY on June 30.

TO RENEW YOUR LICENSE ONLINE GO TO: ebiz.mt.gov/pol Online transactions must be completed no later than 11:59 PM, MST on the renewal deadline date. Avoid technology challenges and high volumes of users by renewing early. Failure to complete the transaction by 11:59 PM, will result in the addition of a late fee.) OR

TO RENEW YOUR LICENSE BY MAIL:

- 1) Choose a license status by checking the appropriate box above.
- 2) Complete this renewal form including the disciplinary question and your signature at the bottom of the form.
- 3) Attach a check or money order in the amount payable to the Licensed Addiction Counselors Program. Do not send cash. Canadian and foreign residents pay in U.S. funds only.
- 4) Return the renewal application and fee to the Program office postmarked by June 30.
- 5) Your active or inactive license will be printed and sent to you following processing.
- 6) Incomplete renewal applications cannot be processed, and will be returned and may be subject to a penalty fee if not received in the Program office complete and postmarked by June 30.
- 7) Active renewals postmarked after June 30 will be assessed a penalty fee of \$150.00 for a total of \$300.00
Inactive Renewals postmarked after June 30 will be assessed a penalty fee of \$65.00 for a total of \$130.00.
NO EXCEPTIONS.
- 8) CONTINUING EDUCATION (CE): 20 clock hours per year completed between July 1 - June 30 of the following year are required to renew an LAC license. Licensees are required to maintain continuing education records to include but not limited to the certificate of completion, the event publications such as an agenda, program description, bios of presenters, and hours attended. In the event a licensee is chosen for the random renewal audit the licensee is obligated to submit evidence of successful completion of all CE events.
- 9) **Carryover hours are no longer accepted.** CE must be completed between July 1 and June 30.
The Program office will not maintain records of the CE programs attended.

I have completed at least 20 hours of continuing education.

I have not completed at least 20 hours of continuing education.

My license is inactive or I have been licensed less than 6 months. Therefore, I have no continuing education requirement to meet.

By signing and submitting this form, I declare that all statements regarding my renewal and attained CE are true.

HAVE ANY LEGAL OR DISCIPLINARY ACTIONS BEEN INSTITUTED AGAINST YOU OR ANY OF YOUR PROFESSIONAL LICENSES SINCE EITHER YOUR INITIAL LICENSURE IN MONTANA OR SINCE YOU RENEWED YOUR LICENSE, WHICHEVER OCCURRED LATEST?

Yes If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

No

Your signature: _____ Date: _____

DO NOT SEND CASH