

Approved By:

**I. PURPOSE:** The purpose of this policy is to establish procedures for suspending and removing suspensions on licenses, certifications, registrations, and other authorizations issued by the Department of Professional and Occupational Regulation.

**II. POLICY STATEMENT:** Disciplinary and court ordered suspensions (under the provisions of [§ 63.2-1937](#) of the *Code of Virginia*) shall be processed by the Executive Director of the appropriate regulatory program in accordance with the terms of the disciplinary or court order. This policy shall not apply to dishonored check suspensions which are processed in accordance with [§ 54.1-104](#) of the *Code of Virginia*.

**III. DEFINITIONS:**

Suspension The temporary interruption of a professional privilege or authorization (e.g., license, certification, registration, or other authorization to engage in a business, trade, profession, or occupation issued by the Commonwealth of Virginia pursuant to those sections of Title 54.1 of the *Code of Virginia*).

**IV. RELATED DOCUMENTS:** N/A

**V. GENERAL PROVISIONS:**

**A. LICENSE SUSPENSIONS**

**1. Disciplinary Suspensions**

- a. The Executive Director shall suspend the license, certification, registration, or other authorization and insert a comment in the record history to indicate the reason for the suspension.
- b. The Executive Director shall notify the regulant of the suspension by certified mail, return receipt requested. The notification shall include instructions regarding renewal requirements that must be met during the suspension.

**2. Court-ordered Suspensions**

- a. All inquiries regarding court orders and suspension should be directed to the Deputy Director for Communications and Board Operations. All court orders received by the Department directing that a license be suspended shall be hand-delivered upon receipt to the FOIA and Records Manager.
- b. The FOIA and Records Manager shall record the court order in the electronic subpoena log, retain a scanned copy in the shared Subpoena Log folder and forward the court order to suspend to the Deputy Director for Communications and Board Operations who will identify the appropriate Executive Director to process the suspension.
- c. The Executive Director shall suspend the license, certification, registration, or other authorization and insert a comment in the record history to indicate that the license was suspended by court order.
- d. The Executive Director shall notify the regulant of the suspension by certified mail, return receipt requested. The notification shall include instructions regarding renewal requirements that must be met during the suspension.

## B. REMOVAL OF THE SUSPENSION

### 1. Disciplinary Suspensions

The Executive Director shall remove the suspension, indicate the reason for the removal of the suspension in the record history and forward the license, certification or registration to the regulant. The expiration date shall be the same date that was in effect at the time of suspension. The Executive Director shall notify the regulant in writing of any requirements that must be met in order to preserve his or her license status. If the suspension lasted for one year or less, the regulant shall have 30 days to comply with any renewal requirements that should have been met during the period of suspension. If the suspension exceeded one year, the regulant shall be required to meet any renewal, reinstatement or re-application requirements (as documented in the board regulations) that would apply for the length of time that elapsed since the license suspension date.

### 2. Court-ordered Suspensions

- a. All court orders received by the Department directing the removal of the suspension shall be hand-delivered upon receipt to the FOIA and Records Manager.
- b. The FOIA and Records Manager shall record the court order in the electronic subpoena log, retain a scanned copy in the shared Subpoena Log folder and forward the court order to remove the suspension to the Deputy Director for Communications and Board Operations who will identify the appropriate Executive Director to process the suspension removal.
- c. The Executive Director shall remove the suspension, indicate the reason for the removal of the suspension in the record history and forward the license, certification or registration to the regulant. The expiration date shall be the same date that was in effect at the time of suspension. The Executive Director shall notify the regulant in writing of any requirements that must be met in order to preserve his or her license status. If the suspension lasted for one year or less, the regulant shall have 30 days to comply with any renewal requirements that should have been met during the period of suspension. If the suspension exceeded one year, the regulant shall be required to meet any renewal, reinstatement or re-application requirements (as documented in the board regulations) that would apply for the length of time that elapsed since the license suspension date.
- d. Pursuant to [§ 63.2-1937](#) of the *Code of Virginia*, no processing or administrative fee shall be charged to a person for removal of the suspension from their license, certificate, registration, or other authorization.