

VOLUNTARY INACTIVE STATUS:

1. Conditions for application for Voluntary Inactive Status: WVCBAPP shall grant inactive status if one (1) or more of the following conditions apply;
 - a. Medical Necessity
 - b. Maternity or Paternity
 - c. Military Service
 - d. Relapse or reoccurrence of substance use disorder behaviors or symptoms

2. Instructions for application for Voluntary Inactive Status:

A credential holder desiring Inactive Status shall send an application to the WVCBAPP office which includes the following information;

 - a. Name/Address/Phone Number/Email Address
 - b. Reason(s) for request for Inactive Status
 - c. Fee for application for Inactive Status

3. The written request for Inactive Status shall be placed on the agenda of the next regularly-scheduled meeting of the WVCBAPP board of directors for consideration.

4. The applicant shall be notified of the board's decision no later than two (2) weeks after the board's meeting.

5. Upon approval of Voluntary Inactive Status application, the WVCBAPP shall make a referral for the credential holder to voluntarily participate with the WVAADC Peer Assist Team.

6. Upon approval of Voluntary Inactive Status, the credential holder shall immediately notify their employer of this change in status with regards to their PRSS credential.

7. A PRSS on Voluntary Inactive Status shall not function in the capacity of or use the acronym of a PRSS.

8. Voluntary Inactive Status is valid for up to six (6) months from the date of approval. A new application for Voluntary Inactive Status must be submitted and approved prior to the expiration of the original, in order to extend the inactive status.

9. Reinstatement of PRSS credential from Voluntary Inactive Status: Individuals requesting reactivation of their PRSS credential shall send a letter/application of request to the WVCBAPP office that shall include the following;

- a. Name/Address/Phone Number/Email Address
 - b. Description of change of circumstances allowing active participation in the field.
 - c. Address of employing agency, if applicable.
 - d. Nonrefundable reactivation fee.
10. A request for reactivation shall be considered at the next regularly-scheduled meeting of the WVCBAPP board of directors. The applicant shall be notified of the board's decision within two (2) weeks of the board's meeting.