

(2) The date by which the renewal application must be received by the Board for the renewal to be issued and mailed before the ~~{certificate}~~ ~~LICENSE~~ expires; and

(3) The amount of the renewal fee.

(c) Before the ~~{certificate}~~ ~~LICENSE~~ expires, the ~~{certificate holder}~~ ~~LICENSEE~~ periodically may renew the ~~{certificate}~~ ~~LICENSE~~ for an additional 2-year term, if the ~~{certificate holder}~~ ~~LICENSEE~~:

(1) Otherwise is entitled to be ~~{certified}~~ ~~LICENSED~~;

(2) Pays to the Board the renewal fee set by the Board; and

(3) Submits to the Board:

(i) A renewal application on the form that it requires; and

(ii) Satisfactory evidence of compliance with any continuing education requirements set under this section for ~~{certificate}~~ ~~LICENSE~~ renewal.

(d) The Board may not authorize home study towards the completion of the continuing education requirements.

(e) The Board shall renew the ~~{certificate}~~ ~~LICENSE~~ of each ~~{certificate holder}~~ ~~LICENSEE~~ who meets the requirements of this section.

17-310.

(a) (1) The Board shall place a ~~{certificate}~~ ~~LICENSE~~ on inactive status, if the ~~{certificate holder}~~ ~~LICENSEE~~ submits to the Board:

(i) An application for inactive status on the form required by the Board; and

(ii) The inactive status fee set by the Board.

(2) The Board shall issue a ~~{certificate}~~ ~~LICENSE~~ to an individual who is on inactive status if the individual complies with the renewal requirements that existed when the individual was placed on inactive status.

(b) In accordance with its rules and regulations, the Board may reinstate the ~~{certificate}~~ ~~LICENSE~~ of a professional counselor who:

(1) Has not been put on inactive status; and

(2) Has failed to renew the ~~{certificate}~~ ~~LICENSE~~ for any reason.

17-311.

(a) Each ~~{certificate holder}~~ ~~LICENSEE~~ shall display the ~~{certificate}~~ ~~LICENSE~~ conspicuously in the ~~{certificate holder's}~~ ~~LICENSEE'S~~ office or place of employment.

(b) Each ~~{certificate holder}~~ ~~LICENSEE~~ shall notify the Board of any change in address.