

Employer Checklist

Handling an Inactive Professional License

A calm, plain-English guide for HR and compliance teams

This checklist helps employers respond correctly when a professional license shows Inactive, without panic, blame, or guesswork.

Employer Checklist: Handling an Inactive Professional License

Use this checklist anytime a license verification shows Inactive. It helps protect your organization while keeping the process fair and documented.

Step 1: Confirm the License Status

- ■ Verify status using the official state licensing board lookup
- ■ Confirm the profession and license number match your records
- ■ Save a dated screenshot or export of the status result

Step 2: Pause Licensed Duties

- ■ Temporarily remove licensed duties from the role
- ■ Do not allow work that requires an active license
- ■ Confirm whether reassignment to non-licensed tasks is allowed

Step 3: Identify the Reason for Inactive Status

- ■ Missed renewal deadline
- ■ Unpaid fees
- ■ Incomplete continuing education
- ■ Voluntary inactive status
- ■ Administrative or processing delay

Step 4: Establish a Reactivation Timeline

- ■ Request an expected reactivation date
- ■ Confirm board processing timelines
- ■ Set an internal follow-up date

Step 5: Document and Resume Appropriately

- ■ Document all communications and decisions
- ■ Recheck status until it shows Active
- ■ Resume licensed work only after confirmation