

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