

**COMMONWEALTH OF MASSACHUSETTS
BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS**

Bureau Staff Action Policy 17 – 03

Title	Petitions for Retirement Status
Purpose	The Bureau of Health Professions Licensure adopts this policy in order to facilitate timely responses to petitions for “Retired” licensee/certificate status in routine cases.
Dates Adopted	Division: Board of Registration in Pharmacy: Board of Registration in Dentistry: Board of Registration in Nursing: Board of Registration in Nursing Home Administrators: Board of Registration in Respiratory Care: Board of Registration of Physician Assistants: Board of Registration of Perfusionists: Board of Registration of Genetic Counselors: December 4, 2017 Board of Certification of Community Health Workers: July 10, 2018
Definitions	<u>Bureau</u> : Bureau of Health Professions Licensure within the Department of Public Health. <u>Board (singular)</u> : The particular Board that has jurisdiction over the issuance of a license, registration, certification or authorization to engage in practice in a particular profession.
Board Authorization	1. A Board’s adoption of this policy authorizes the Board’s Executive Director to act on the Board’s behalf as specified in this policy, and to direct staff, including Bureau information technology staff, accordingly.

<p>Requests that may be granted by staff action</p>	<p>2. The Executive Director may grant a licensee/certificate holder's petition to change his or her licensee/certificate status to "Retired," provided that all of the following criteria are met:</p> <ul style="list-style-type: none"> a. The licensee/certificate holder has completed, signed and submitted a request form, b. The licensee/certificate holder is not the subject of any pending complaint or investigation before the Board, c. The licensee/certificate holder's existing licensee/certificate status is "Current" or "Expired." <p>3. If the Executive Director grants a licensee/certificate holder's petition in accordance with paragraph 2, he or she shall send written notice to the licensee/certificate holder that his or her request has been granted and the effective date of the licensee/certificate status change.</p>
<p>Requests that must be deferred for review by the Board</p>	<p>4. If a licensee/certificate holder has submitted a petition to change his or her licensee/certificate status to "Retired," and one or more of the criteria in paragraph 2 are not met, the Executive Director shall send written notice to the licensee/certificate holder that staff action on his or her request has been deferred for review by the full Board in accordance with this policy. The notice shall identify the criterion that has not been met.</p> <p>5. The Executive Director shall place the request for licensee/certificate status change on the agenda for the next scheduled Board meeting, unless there is a pending investigation, in which case the matter will be scheduled for the next Board meeting following completion of the investigation.</p>
<p>Report to the Board</p>	<p>6. The Executive Director shall prepare a written report of licensee/certificate status changes made pursuant to this policy, and submit the same to the Board on annual basis.</p>