REQUEST FOR
WAIVER OF RENEWAL PROCEDURES
or
EXEMPTION FROM EXAMINATION
or
EXTENSION FOR CONTINUING EDUCATION
DUE TO ACTIVE MILITARY SERVICE DEPLOYMENT

_________________________________________  ______________________
(Licensee Name)  (DOI #)  (Telephone Number)

(Street or Post Office Address)  (City, State, and ZIP)

PLEASE CHECK APPROPRIATE REQUEST:

_____ Waiver of Renewal Penalties and Sanctions*. Attachments required:
   • Explanation of which renewal procedures should be waived and why.
   • Documentation proving or affidavit swearing to the dates of active military service and deployment.

_____ Waiver of Continuing Education Requirements*. Attachments required:
   • Explanation of why continuing education requirements could not be completed within the 2-year biennium period.
   • Demonstrate that you have given a good faith effort to meet requirements prior to deployment.
   • Documentation proving or affidavit swearing to the dates of active military service and deployment.

_____ Exemption of Examination*. Attachments required:
   • Explanation of which renewal procedures should be waived and why.
   • Documentation proving or affidavit swearing to the dates of active military service and deployment.

_____ Extension of continuing Education Requirement**. Attachments required:
   • Explanation of why continuing education requirements could not be completed within the 2-year biennium period.
   • Extension date _______________ requested to complete the required continuing education hours (maximum 2 years). Include an explanation of why this specific period is needed.
   • Demonstrate that you have given a good faith effort to meet requirements prior to deployment.
   • Documentation proving or affidavit swearing to the dates of active military service and deployment.

____________________________________________________  ________________  ______________________
(Signature)  (Date)

NOTE: The Department will review requests on a case by case basis and will provide a response in writing.

* KRS 304.9-200(3)
**KRS 304.9-295(7)