

Extension of Time for Active Duty Servicemembers and Spouses

The Department of Health Professions will make arrangements as necessary to ensure that persons serving on active duty as a member of the military or in the foreign service outside of the United States, or their spouses, are afforded the benefit of an extension of time for any deadline or requirement pertaining to renewal of a license, certification, or registration. Extensions should be granted for at least 60 days after the individual's return to the United States, not to exceed five years from the date of expiration.

The executive director of each health regulatory board will ensure that the benefit provided in Virginia Code § 54.1-117 is adequately publicized by inclusion of information on websites, newsletters, or other means of communication.

All staff who process renewals or audit continuing competency requirements should be aware of the policy to assist licensees who may be eligible for this benefit.

A copy of military orders or form DD214 placing the licensee on active duty outside of the United States will be considered sufficient documentation to determine eligibility. A request for an extension of renewal fee or continuing education deadlines should include the projected return date to the United States.

If the spouse of a servicemember accompanies the servicemember during periods of service outside the United States, the extension may also apply. Proof that the spouse has accompanied the servicemember outside the United States must be provided.

If a licensee qualifies for the extension, staff of the boards should contact Technology and Business Services staff to assist with modification of the licensee's record in the internal licensure software system to ensure that the license is maintained as active and current beyond the renewal date through the period of the assignment outside of the United States.

To maintain the ordinary renewal cycle for the licensee and give the benefit to the licensee, the license should be made current until the next renewal date beyond the expected date of return, *even if the renewal date is beyond 60 days after the return to the United States*. The licensee will not owe renewal fees for previous renewal cycles to the board, and the licensee's continuing education requirements will be waived for the renewal cycles in which the licensee is outside the United States. The following provides an example:

CAPT Jones holds a license that is renewed annually. CAPT Jones left the United States for an active duty assignment in Germany in June 2022. He expects to return to the United States in June 2025. His license should be made current until the next renewal date of December 2025. He does not pay the renewal fees that were due in December 2022, December 2023, or December 2024, nor is he responsible for submitting evidence of or obtaining continuing education for those three renewal cycles.

If a licensee voluntarily pays renewal fees, the board may accept such payment. A refund is not necessary. If it is determined, however, that any person who meets the criteria set out in Virginia Code § 54.1-117 has been improperly charged a late fee or required to reinstate a license, that person is eligible for a refund from the agency. Staff must submit a refund request to Finance to complete re-payment.

References

[Va. Code § 54.1-117](#)