

LICENSE SUSPENSIONS

Director's Policy 100-05 | Effective 11/26/2024

I. STATEMENT

Disciplinary and court ordered suspensions (under the provisions of [§ 63.2-1937](#) of the *Code of Virginia*) shall be processed by the Executive Director or designee of the appropriate regulatory program in accordance with the terms of the disciplinary or court order. This policy shall not apply to dishonored check suspensions which are processed in accordance with [§ 54.1-104](#) of the *Code of Virginia*.

Approved By:


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II. PURPOSE

The purpose of this policy is to establish procedures for suspending and removing suspensions on licenses, certifications, registrations, and other authorizations issued by the Department of Professional and Occupational Regulation (DPOR).

III. DEFINITIONS

Suspension: The temporary interruption of a professional privilege or authorization (e.g., license, certification, registration, or other authorization to engage in a business, trade, profession, or occupation issued by the Commonwealth of Virginia pursuant to those sections of [Title 54.1](#) of the *Code of Virginia*).

IV. PROVISIONS

A. LICENSE SUSPENSIONS

1. Disciplinary Suspensions

- a. The Executive Director or designee shall suspend the license, certification, registration, or other authorization and insert a comment in the record history to indicate the reason for the suspension, referencing the applicable disciplinary case number.
- b. The Executive Director or designee shall notify the regulant of the suspension by certified mail, return receipt requested, or carrier service with delivery confirmation. The notification shall include instructions regarding renewal requirements that must be met during the suspension.

2. Court-ordered Suspensions

- a. All inquiries regarding court orders and suspension should be directed to the Deputy Director for Licensing and Regulatory Programs. All court orders received by the Department directing that a license be suspended shall be hand-delivered upon receipt to the FOIA and Records Manager.
- b. The FOIA and Records Manager shall record the court order in the electronic subpoena log, retain a scanned copy in the shared Subpoena Log folder, and forward the court order to suspend to the Deputy Director for Licensing and Regulatory Program who will identify the appropriate Executive Director or designee to process the suspension.

- c. The Executive Director or designee shall suspend the license, certification, registration, or other authorization and insert a comment in the record history to indicate that the license was suspended by court order.
- d. The Executive Director or designee shall notify the regulant of the suspension by certified mail, return receipt requested, or carrier service with delivery confirmation. The notification shall include instructions regarding renewal requirements that must be met during the suspension.

B. REMOVAL OF THE SUSPENSION

1. Disciplinary Suspensions

The Executive Director or designee shall remove the suspension, indicate the reason for the removal of the suspension in the record history, and forward the license, certification, or registration to the regulant. The expiration date shall be the same date that was in effect at the time of suspension. The Executive Director or designee shall notify the regulant in writing of any requirements that must be met in order to preserve his or her license status.

2. Court-ordered Suspensions

- a. All court orders received by the Department directing the removal of the suspension shall be hand-delivered upon receipt to the FOIA and Records Manager.
- b. The FOIA and Records Manager shall record the court order in the electronic Subpoena Log, retain a scanned copy in the shared Subpoena Log folder, and forward the court order to remove the suspension to the Deputy Director for Licensing and Regulatory Programs who will identify the appropriate Executive Director or designee to process the suspension removal.
- c. The Executive Director or designee shall remove the suspension, indicate the reason for the removal of the suspension in the record history, and forward the license, certification, or registration to the regulant. The expiration date shall be the same date that was in effect at the time of suspension. The Executive Director or designee shall notify the regulant in writing of any requirements that must be met in order to preserve his or her license status.
- d. Pursuant to [§ 63.2-1937](#) of the *Code of Virginia*, no processing or administrative fee shall be charged to a person for removal of the suspension from their license, certificate, registration, or other authorization.

V. RELATED DOCUMENTS

N/A