



# ACCBO

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## INACTIVE SABBATICAL STATUS

A current ACCBO certified counselor may acquire Inactive-Sabbatical Status on their certification. The purpose of Inactive-Sabbatical Status is to allow counselors who have changed their field of employment, or are unemployed, attending school, disabled, etc., an opportunity to have their certification status placed "on hold." The ACCBO Inactive-Sabbatical Status is based upon NAADAC's inactive status. Additionally, certified counselors that are also NCAC's may acquire inactive status through NAADAC.

To acquire Inactive-Sabbatical Status you must take the following steps:

1. Complete the application below.
2. Mail your application for Inactive-Sabbatical Status, annual fee of \$25, and your "original" certificate to ACCBO.
3. Inactive-Sabbatical Status is valid for one year, and at the end of the year you may re-apply for an additional year (maximum allowable Inactive-Sabbatical Status is 5 years).
4. You may not use the CADC Title while on Inactive-Sabbatical Status, you will need to remove the title from letterhead, business cards, etc.

### INACTIVE-SABBATICAL STATUS APPLICATION

Name:	Certificate #:	Expiration Date:
Current Address:		
Social Security #:	Home Phone:	Work Phone:
Current Employer & Address:		
Please explain why you are requesting Inactive-Sabbatical Status?		

*I understand that I may not use the CADC, CGAC, or CPS title while I am on Inactive-Sabbatical Status. I will renew my Inactive-Sabbatical Status annually by making application for additional years as needed (not to exceed five). If I fail to renew my Inactive-Sabbatical Status I understand that I will be decertified completely and will need to re-apply for certification as a new candidate. I understand that I will still be held ethically accountable and that the ethics commission will process any complaints that are received during my Inactive-Sabbatical Status.*

Be sure the following items are encbsed	Application	Check or money order for \$25	Your Certificate
Signature:	Date:		