

2014 RENEWAL APPLICATION INFORMATION AND INSTRUCTIONS FOR PHYSICIANS WHOSE LICENSE EXPIRE SEPTEMBER 30, 2014

Please read information below before renewing your license

Note that due to heavy call volumes, the Board will limit hours for accepting renewal related phone calls. We will only accept calls and appointments on Monday, Wednesday and Friday, between the hours of 8 a.m. and 4 p.m. and no calls on Tuesday and Thursday. For questions or additional information regarding license renewal, please contact Board personnel at 410-764-4705 or 1-800-492-6836, ext 4705. [Click here](#) if you would like to email a question regarding license renewal to the Board.

License renewal will begin on July 14, 2014 for physicians with the last beginning with the letters “A” through “L.” In order to maintain an active license to practice medicine, physicians are required to submit the online application for license renewal and pay the renewal fee of **\$522.00** to the Maryland Board of Physicians by September 30, 2014. The online renewal application is accessible 24 hours a day, 7 days a week on the Board’s website starting **July 14, 2014 through September 30, 2014**.

If you do not want to renew your license, no action is required from you. You do not need to notify the Board if you choose not to renew. Your license will automatically expire after September 30, 2014 if not renewed.

To login and complete the renewal application, you will need:

- Your active Maryland license number;
- Last 4 digits of your social security number;
- Your employer Tax ID number, *if applicable*;
- NPI number, *if applicable*;
- Worker’s Compensation Coverage information, *if applicable*;
- To complete the New Physician Orientation (NPO) program, if this is your first renewal after initial licensure.

You cannot access the online renewal application if:

- Your license is expired. (If your license has expired, return to the main page, click on Download forms to obtain the application for reinstatement.);
- The Board does not have your SSN in the database; and/or
- You have an unresolved tax liability or obligation with the Maryland Comptroller’s Office. (If you have any unresolved tax liability issues, please contact the Maryland Comptroller’s Office at (410) 974 – 2432 or 1 (888) 674 – 0016. The Board cannot assist you with unresolved tax obligations.)

Payment Options:

The renewal fee is \$522.00. To pay the renewal fee, you may use a;

- Credit card (Visa or MasterCard only, **no** debit cards);
- Check or money order; or
- Third-party payer (e.g., your employer).

➤ **Paying by Credit Card:**

If you elect to pay the renewal fee by credit card, your license is not renewed until after the Board processes the online application. The website will reflect your new expiration date two (2) business days after processing.

➤ **Paying by Check, Money Order or Third-Party Payer:**

If you choose to pay by check, money order or third-party payer, make your check or money order payable to the Maryland Board of Physicians. Your license will not be renewed until the Board receives and processes the payment. At the end of the application, you will be directed to print a receipt to mail along with your payment to the Board. Please do not send any checks without a receipt. *Allow up to seven (7) days for the Board to receive your payment.* Payment must be postmarked on or before September 30, 2014. **There is no grace period after September 30th. You are not authorized to practice medicine if your license is not renewed.**

Name Change:

You may not submit a name change request in the renewal application. If you wish to change the name on your license, you must file a Physician Name Change application separately. Return to the main page, click on Download Forms to obtain a Physician Name Change Application. The fee is \$25.

Continuing Medical Education (CME) Requirement and Audit:

Code of Maryland Regulations (10.32.01.09) requires physicians applying for license renewal to have earned a minimum of 50 Category I continuing medical education (CME) credits within the two (2) year period immediately preceding submission of the application for renewal. The submission of your application for renewal will serve as your certification that you have met this requirement. Additionally, the CME requirement is considered to have been met if the licensee is applying for their first license renewal after initial licensure or reinstatement. Retain all CME related documentation for six (6) years. It may be requested as a part of the Board's audit process at a later date.

Note about the audit: You may be randomly selected to be audited. If you receive a pop-up notice while you are renewing your license, you will be required to send your continuing medical education documentation to the Board within 15 days of the notice. Send your continuing education information to:

**Maryland Board of Physicians
P.O. Box 2571
Baltimore, MD 21215
ATTN: Continuing Medical Education Audit**

[Click here to start the online renewal application.](#)

For additional information about physician licensing, proceed back to our main page, select the physician link and click on Laws and Regulations or Frequently Asked Questions.