

## 2015 LICENSE RENEWAL INFORMATION FOR PERFUSIONIST-ADVANCED

*For questions, call 410-764-4705 or 1-800-492-6836 ext. 4705, Monday through Friday from 8:00 am to 4:00 pm.*

**License renewal will begin on December 7, 2015.** In order to maintain an active Maryland license, licensees are required to submit a renewal application and renewal fee of **\$257.00** to the Board by January 31, 2016. (\$36.00 of the \$257.00 is collected for the Maryland Health Care Commission.)

The online renewal application is accessible 24 hours a day, 7 days a week on the Board's website from **December 7, 2015 through January 31, 2016**. The online system will not be available after January 31, 2016.

Failure to renew by January 31, 2016 will result in the termination of your license to practice in Maryland. Practitioners who fail to renew by the expiration date must apply for reinstatement of their license. If you do not want to renew your license, no action is required from you. Your license will automatically expire on January 31, 2016 if not renewed.

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

- Your Maryland license number;
- Last 4 digits of your social security number; and
- A Visa, MasterCard or American Express credit card if selecting credit card option.

### **You cannot access the online application if:**

- Your license is expired. You must reinstate your license. Proceed back to main page, click on Download Forms to obtain a reinstatement application.
- The Board does not have your SSN in our database.
- You have an unresolved tax liability issue with the Comptroller's Office of Maryland. 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.

### **There are three payment options for online renewal:**

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

If you decide to pay by check or money order, 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 payment without a receipt.* Allow up to seven (7) days for the Board to receive your payment. Payment must be postmarked on or before January 31, 2016. To insure timely receipt of your payment, please submit all payments no later than January 15, 2016.

Licenses not renewed by January 31, 2016, 11:59 p.m. are no longer valid. You are not authorized to practice if your license is not renewed. The Board will not accept payment in person at the Board office. Credit card payments are only accepted online.

### **Printing your license:**

The Board will not be mailing licenses to licensees. Licensees will be able to print their own licenses.

- If paying by credit card, you will be able to immediately print your new license at the end of the application. If a printer is not available, you can return later to print the license as well as a copy of the application and receipt. This function will be available through March 31, 2016.

- If paying by check or money order, *once your payment has been processed by the Board you will receive notification from the Board by email (email address provided in the application) that your license is available for printing. The email will contain a link to allow you to retrieve and print your new license. The link will remain active until March 31, 2016.*

**Name Change:**

You cannot submit a name change in the online application. If you wish to change the name on your license, you must file an Allied Health name change application *separately* and follow the instructions. Proceed back to the main page and click on Download Forms to obtain a name change application.

**Continuing Education (C.E.):**

To satisfy the continuing education requirement practitioners must attest to current certification by the American Board of Cardiovascular Perfusion.

*Note: You may be randomly selected to be audited by the Board. If you receive a pop-up notice while you are renewing your license, you will be required to send your continuing 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 Education Audit*

*For additional information about continuing education or any other information concerning perfusionist-advanced licensing, proceed back to our main page, select your practitioner link and click on Laws and Regulations or Frequently Asked Questions.*