

## 2015 RENEWAL INFORMATION FOR POLYSOMNOGRAPHIC TECHNOLOGISTS WHOSE LICENSE EXPIRE ON SEPTEMBER 30, 2015

*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 August 3, 2015.** In order to maintain an active Maryland license, licensees are required to submit a renewal application and renewal fee of **\$186.00** to the Board by September 30, 2015. The online renewal application is accessible 24 hours a day, 7 days a week on the Board's website from **August 3, 2015 through September 30, 2015.** The online system will not be available after September 30, 2015.

Failure to renew by September 30, 2015 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 after September 30, 2015 if not renewed.

### **Reminder:**

*When you renew your license this year, your new expiration date will be May 30, 2017 instead of September 30, 2017. The reason for the change is to establish a uniform expiration date for all polysomnographic technologists licensed in Maryland. The new expiration date will ensure that all polysomnographic technologist licenses expire every two years on the same date.*

### **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 the 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 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 2 business days after processing. If you choose to pay by check, 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, 2015. To insure timely receipt of your payment, please submit all payments by check (or money order) no later than September 15<sup>th</sup>.*

*There is no grace period after September 30<sup>th</sup>. Licenses not renewed by September 30, 2015, 11:59 p.m. (EST) 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.*

**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.) and Audit:**

- To satisfy the continuing education requirement practitioners must certify they have:
  - Earned at least 20 hours of approved continuing education relevant to the practice of polysomnography during the 2-year period immediately preceding license renewal **OR**
  - The C.E. requirement is satisfied if this is your first renewal after initial licensure or reinstatement.

*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 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 polysomnographic technologist licensing, proceed back to our main page, select your practitioner link and click on Laws and Regulations or Frequently Asked Questions.*