

2017 LICENSE RENEWAL INFORMATION FOR ATHLETIC TRAINERS

For questions, call 410-764-4705 or 1-800-492-6836 ext. 4705, Monday through Friday from 8:00 am to 4:30 pm.

License renewal for athletic trainers will begin on August 7, 2017. In order to maintain an active Maryland license, licensees are required to submit a renewal application and renewal fee of **\$161.00** to the Board by September 30, 2017.

*****CRIMINAL HISTORY RECORDS CHECK (CHRC)*****

Athletic trainer licenses expire on September 30, 2017. To renew the license, all athletic trainers must obtain a CHRC as a requirement for license renewal. You will not be allowed to complete the online renewal application without first acknowledging in the application that you have submitted your fingerprints to the Maryland Criminal Justice Information System (CJIS). Failure to submit fingerprints to CJIS may result in the Board taking disciplinary action against your license. (Click here for information on obtaining a CHRC https://www.mbp.state.md.us/forms/CHRC_AH_2017.pdf)

Note: If you applied to the Board for an initial license or reinstatement of an expired license after October 1, 2016, the Board already has your CHRC results. You do not have to submit a second CHRC to renew your license.

The online renewal application is accessible 24 hours a day, 7 days a week on the Board's website, from **August 7, 2017 through September 30, 2017**. The online system will not be available after September 30, 2017.

Failure to renew by September 30, 2017, 11:59 p.m. (EST) will result in the termination of your license to practice in Maryland and your evaluation and treatment protocol will become invalid. Athletic Trainers who fail to renew by the expiration date must apply for reinstatement of their license and submit a new evaluation and treatment protocol. If you do not want to renew your license, no action is required from you. Your license will automatically expire after September 30, 2017 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. If your license is expired, you must reinstate your license. Proceed back to main page and click on Download Forms to obtain a reinstatement application.
- The Board does not have your social security number in our database.
- You have an unresolved tax liability issue with the Comptroller's Office of Maryland. If you have an unresolved tax liability, 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.

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.

There are three payment options for online renewal:

- Credit card (Visa, MasterCard or American Express only, **no** debit cards which require a PIN).
- Check (personal or business) or money order.
- 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 1 to 2 business days after processing.

➤ **Paying by Check or Money Order:**

If you decide to pay by check or money order, make your check payable to the *Maryland Board of Physicians*. At the end of the application, you will be directed to print a receipt to mail to the Board along with your payment. Please do not send your payment 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, 2017. To insure timely receipt of your payment, please submit all payments no later than September 16, 2017. The Board will not accept payment in person or by phone. Credit card payments are only accepted online.

Continuing Education (C.E.) and Audit:

To satisfy the continuing education requirement athletic trainers must attest that they have:

- Earned at least 50 hours of approved continuing education credits during the 2-year period preceding the expiration date of the license; **OR**
- Maintained current certification by the certifying board.

The C.E. requirement is satisfied if this is your first renewal after initial licensure or reinstatement.

*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 after the expiration of your license. Mail **or** fax your continuing education information to:*

*Maryland Board of Physicians
P.O. Box 2571, Baltimore, MD 21215
Attn: Continuing Education Audit
Fax #: 410-358-1298*

NEW FEATURE

License printing

The Board is no longer mailing licenses to licensees. In lieu of mailing a paper license, you will be able to download and print your own renewed license.

- 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 July 1, 2019.
- If paying by check or money order, once the Board receives and processes your payment, the Board will send a notification to the email address you provided in your application. The email will contain a link to allow you to retrieve and print your new license. The link will remain active until July 1, 2019.

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