

2017 LICENSE RENEWAL INFORMATION FOR POLYSOMNOGRAPHIC TECHNOLOGISTS

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 will begin on April 3, 2017. In order to maintain an active Maryland license, licensees are required to submit a renewal application, renewal fee of **\$186.00** to the Board by May 30, 2017. In addition to completing the online renewal application and submitting the fee, licensees are required to obtain a criminal history records check. (See below for more information.)

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

All practitioners whose licenses expire on May 30, 2017 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 against your license. (Click the link for CHRC instructions http://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 **April 3, 2017 through May 30, 2017**. The online system will not be available after May 30, 2017.

Failure to renew by May 30, 2017, 11:59 p.m. (EST) 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 May 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. 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 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.

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).

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 May 30, 2017. To insure timely receipt of your payment, please submit all payments no later than May 16, 2017. The Board does not accept payment in person or by phone at the Board office. Credit card payments are only accepted online.

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 preceding the expiration of the license **OR**
 - 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. Send your continuing education information to:

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

NEW FEATURE
License printing

The Board will not be 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 June 1, 2019.
- 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 June 1, 2019.

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.