

## **INFORMATION TO RENEW YOUR PSYCHIATRIST ASSISTANT REGISTRATION**

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

**Registration renewal for psychiatrist assistants will begin on May 7, 2018.** In order to maintain an active Maryland registration, you are required to submit a renewal application and renewal fee of **\$20.00** to the Board by June 30, 2018. The online renewal application is accessible 24 hours a day, 7 days a week on the Board's website, from **May 7, 2018 through June 30, 2018**. The online system is not available after June 30, 2018.

Failure to renew by June 30, 2018, 11:59 p.m. (EST) will result in the termination of your registration to practice in Maryland. After June 30, expired practitioners must complete a reinstatement application and submit a new CHRC if they wish to practice in Maryland. A psychiatrist assistant whose registration has expired for a period longer than three months shall be considered permanently expired and is not eligible to reapply for reinstatement or licensure.

### **NEW INFORMATION FOR PAYMENT OF RENEWAL FEE**

The Board has *discontinued* accepting checks, money orders and the American Express credit card for payment of renewal fees. The \$20.00 renewal fee may be payable online by Visa or MasterCard credit cards. The Board cannot accept payment by phone. Check or money order payments mailed to the Board will be returned to sender. This may delay the processing of your renewed registration.

### **\*\*\*CRIMINAL HISTORY RECORDS CHECK (CHRC) REQUIREMENT\*\*\***

To renew your registration, you must submit your fingerprints to obtain a CHRC. You will not be allowed to complete the online renewal application without first acknowledging that you have submitted your fingerprints to the Maryland Criminal Justice Information System (CJIS). Failure to submit your fingerprints to CJIS may result in the Board taking disciplinary action against your registration. (Click for information on obtaining a CHRC [https://www.mbp.state.md.us/forms/CHRC\\_AH\\_2017.pdf](https://www.mbp.state.md.us/forms/CHRC_AH_2017.pdf))

The name on your registration must match the name on your CHRC fingerprint request. If there is a discrepancy, the Board cannot match your CHRC report with your registration. If you have legally changed your name and you have not notified the Board, download and submit a Name Change Application prior to submitting a CHRC. You may download the application using this link [https://www.mbp.state.md.us/forms/ah\\_name\\_chg.pdf](https://www.mbp.state.md.us/forms/ah_name_chg.pdf). Once processed, the Board will be able to match the CHRC to the registration name.

The Board cannot use the results of a CHRC from another state, jurisdiction, agency, entity or employer. The results of your fingerprint are not shared with other agencies. You must apply for a CHRC using the CJIS and FBI authorization numbers unique to the Board.

**(Authorization numbers: CJIS: 1600000743; FBI ORI: MD920522Z)**

#### **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 or MasterCard credit card.

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

- 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 registration, you must file an allied health name change application *separately* and follow the instructions. Please download and submit the name change application using this link [https://www.mbp.state.md.us/forms/ah\\_name\\_chg.pdf](https://www.mbp.state.md.us/forms/ah_name_chg.pdf).

**Print Your Registration:**

- After submission of the application and payment, you will be able to immediately download and print your renewed registration. If a printer is not available, you can return later to print your registration as well as the payment receipt and copy of the application. This function will be available through May 1, 2020.