

## **2018 LICENSE RENEWAL INFORMATION FOR RESPIRATORY CARE PRACTITIONERS**

*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 respiratory care practitioners will begin on April 2, 2018.** In order to maintain an active Maryland license, licensees are required to submit a renewal application and renewal fee of **\$176.00** to the Board by May 30, 2018.

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

To renew your license, 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 license. (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 license must match the name on your CHRC fingerprint request. If there is a discrepancy, the Board cannot match your CHRC report to your license. 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 licensure name.

Note: If you applied to the Board for an initial 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 Board cannot use the results of a CHRC from another state, jurisdiction, agency, entity or employer. The results of your fingerprint results 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)**

The online renewal application is accessible 24 hours a day, 7 days a week on the Board's website, from **April 2, 2018 through May 30, 2018**. The online system will not be available after May 30, 2018.

Failure to renew by May 30, 2018, 11:59 p.m. (EST) will result in the termination of your license to practice in Maryland. Licensees who fail to renew by the expiration date must submit an application for reinstatement of their license that will include applying for a new CHRC. If you do not plan to renew your license, no action is required from you.

### **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 if selecting credit card payment option.

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

- Your license is expired. If your license is expired, you must reinstate it. Please download and submit the reinstatement application by using this link <https://www.mbp.state.md.us/forms/resprein.pdf>.
- 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. 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).

**There are three options to pay the \$176.00 renewal fee:**

- Credit card (Visa, MasterCard, **no** debit cards which require a PIN).
- Check (personal or business) or money order.
- Third-party payer (e.g., your employer).

**License Printing**

Once you have completed the renewal process, you will be able to download and print your own renewed license.

**➤ Paying by Credit Card:**

If you elect to pay the renewal fee 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 later return to print the license as well as a copy of the application and receipt. The Board's website will reflect your new expiration date 1 to 2 business days after the Board processes the application.

**➤ 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 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 May 30, 2018. To insure timely receipt of your payment, please submit all payments no later than May 16, 2018. The Board will not accept payment in person or by phone. Credit card payments are only accepted online. Once the Board receives payment, you will be notified via email (email address provided in application) your license is available for printing from the website. The Board's website will reflect your new expiration date 1 to 2 business days after the payment is received.

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

To satisfy the continuing education requirement practitioners must certify they have:

- Earned at least 16 hours of approved continuing education 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.

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

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

*For additional information about continuing education or any other information concerning respiratory care practitioner licensing, proceed back to our main page, and select Licensure or Access FAQs.*