

INSTRUCTIONS TO RENEW YOUR PSYCHIATRIST ASSISTANT REGISTRATION

For inquiries, call 410-764-4705 or 1-800-492-6836, ext. 4705, Monday through Friday from 8:00 a.m. to 4:30 p.m.

- Registration renewal for psychiatrist assistants begins on **May 15, 2024**. To renew your registration for two years, you must submit a renewal application and renewal fee of \$20.00 to the Maryland Board of Physicians (the Board) by June 30, 2024.
- You can access the online renewal application on the Board's website from **May 15, 2024 through June 30, 2024**. It will not be available after June 30, 2024.
- If you decide not to renew your registration, no further action is required.

Note: *Failure to renew by 11:59 p.m. (EST) on June 30, 2024, will cause your registration to expire. A psychiatrist's assistant whose registration has expired for failure to renew is unregistered. An expired registration shall be considered permanently expired, and the psychiatrist assistant will no longer be eligible to practice as a psychiatrist assistant in Maryland.*

To log in and complete the renewal application, you will need:

- Your Maryland registration number;
- Last 4 digits of your social security number; and
- A Visa, MasterCard, or Discover credit card. The renewal fee of \$20.00 is payable only online. The Board does not accept checks or money orders to pay renewal fees.

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. Click [here](#) to download and submit a name change application

Print Your Registration:

- After submitting the application and payment, you can immediately download and print a digital copy of your renewed registration. If a printer is not available, you can return later to print your registration, payment receipt, and copy of the application. This function will be available through May 1, 2026.