

FAQ's ALLIED HEALTH LICENSE RENEWAL

General Renewal Questions

1. Can I submit a paper renewal application?

No. The renewal application is only available online.

2. Can I complete my online license renewal application using a mobile device?

No. Mobile devices such as smartphones, iPads, Kindle, etc. are not supported.

3. What is my password?

Your password is the last four (4) digits of your Social Security number.

4. Are my financial transactions protected?

Your financial data is protected by a 128-byte encryption using Symantec SSL Certificate.

5. What are my payment options for paying the renewal fee?

You have two payment options:

- Online payment by credit card (Visa, MasterCard or American Express); or
- Check or money order (personal or third party payer) made payable to the Maryland Board of Physicians.

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 the license expiration date. To insure timely receipt of your payment, please submit all payments no later than 14 days before the expiration date. The Board does not accept payment in person or by phone at the Board office. Credit card payments are only accepted online.

6. How long does it take to process a license renewal application?

Completed applications are processed the next business day. However, your license is not considered renewed until the Board processes both the application **and** payment. The website will reflect your new expiration date two (2) business days after processing. If mailing a check, your license will be renewed after the Board receives and posts your payment.

7. How do I get a copy of my receipt and license certificate after renewing?

If paying the renewal fee by credit card you will be able to immediately print a receipt and license certificate at the end of the application. If a printer is not available, you can return later to print your license as well as a copy of the application and receipt.

If paying by check, 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 as well as a copy of the application and receipt. You can also go to <https://www.mbp.state.md.us/pages/reprint.html> to print your license.

8. Who has access to my credit card information?

No one at the Board has access to your credit card information. The system does not save your credit card information. We are a PCI Compliant Merchant for Bank of America.

9. What do I do if I receive an error message and cannot complete my application?

Exit the system and log on again. If you are still experiencing difficulties, contact Brenda Jones of the Board's IT Unit at brenda.jones@maryland.gov or dial 410-764-4736.

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10. Can I make changes to my application after I have submitted it?

You cannot make changes to the online application after it has been submitted.

11. I do not have enough space to explain my “yes” answer.

If you need to provide additional information (or you have supporting documentation to send) mail your documentation to; *Maryland Board of Physicians, P.O. Box 2571, Baltimore, MD 21215, Attention: Renewal Unit.* Be sure to include your name, license number, signature and date on each piece of correspondence.

12. Will my license be renewed if I have a tax liability with the State?

You cannot apply for license renewal until after the Board receives confirmation from the State Comptroller's Office that your tax liability has been resolved. Contact the Comptroller's Office at 410-974-2432.

13. Do I need to notify the Board if I do not plan to practice in Maryland?

You do not need to notify the Board. Your license will automatically expire if not renewed by the expiration date.

14. I did not renew my license and now it has expired. How do I reactivate my license?

If your license has expired and you plan to continue practicing in Maryland, you must reinstate your license. Click on this link, <https://www.mbp.state.md.us/pages/forms.html>, for Download Forms to obtain a reinstatement application.

Criminal History Records Check

15. Do I need to undergo a background check for license renewal?

Yes. Beginning October 1, 2016, the Board implemented Criminal History Records Checks (CHRCs) for all licensees applying for renewal. You will not be allowed to complete the online renewal application without first acknowledging you have submitted your fingerprints for CHRC.

16. I was fingerprinted for another reason (firearm, another job, etc.). Do I need to be fingerprinted again?

Yes. Results of a CHRC in another state or conducted elsewhere in Maryland cannot be sent to the Board. Your fingerprinting results are not shared with other agencies. You have to apply for CHRC for the Maryland Board of Physicians (the Board) using the CJIS and FBI authorization numbers below:

- CJIS Authorization #: 1600000743
- FBI ORI #: MD 920522Z

17. I work for another State agency/Federal government, which requires fingerprinting and criminal history records checks for employment, why do I have to be fingerprinted again for the Board?

The law requires each renewing licensee to have a criminal history records check (CHRC). Each entity/agency/employer has a unique authorization code from CJIS and the FBI. The responses are sent directly to the appropriate agency. CHRCs cannot be shared between entities/agencies/employers.

18. How early can licensees apply for CHRC before renewing their license?

You can apply for CHRC before the renewal period begins but we recommend you do not submit your fingerprints earlier than 6 weeks before the date you intend to complete your license renewal application. The Board is authorized to retain CHRC information for 90 days.

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19. How do I confirm if the Board received my CHRC results?

When you receive your CHRC results (by mail), the Board receives results at the same time. Do not call the Board to verify receipt of your CHRC results. Board staff will not verify receipt of results. Retain your receipt in your records.

20. My CHRC results came back positive. How does it affect renewal of my license?

You can renew your license. Positive results are considered by the Board on a case-by-case basis.

21. How long will it take to complete the license renewal application?

It can take from 10 to 15 minutes to complete the application depending on how much information you have to enter.

Continuing Education

22. I am applying for my first license renewal. Do I need continuing education credits?

Except for physician assistants and perfusionists, you are exempt from the continuing education requirement for the **first** license renewal. After the first renewal, you are required to earn the requisite number of continuing education credits for subsequent license renewal.

23. How many CE credits are required for license renewal?

The number of credits varies by license type. CE requirements are summarized in the chart below. You can also view the regulations on the Board's website at <https://www.mbp.state.md.us/pages/regulations.html>.

Profession	Continuing Education (CE) Requirement	COMAR
Athletic Trainer	50 hours of approved CE earned during two-year period preceding the expiration date of the license or maintain current certification by the certifying board.	10.32.08.07
Naturopathic Doctor	50 hours of approved CE credits during every two-year renewal period.	10.32.21.11
Nuclear Medicine Technologist	24 hours of approved CE earned during the two-year period preceding the expiration of the license or current ARRT registration or active certification by NMTCB.	10.32.10.13
Perfusionist	Maintain current ABCP certification from the national certifying board.	10.32.20.11
Physician Assistant	At least 50 hours of Category 1 CE consisting of a minimum of 8 hours on pharmacology topics earned during the two-year period preceding the expiration of the license or maintain current certification by the NCCPA.	10.32.03.09
Polysomnographic Technologist	20 hours of sleep-related CE earned during the two-year period preceding the expiration of the license.	10.32.06.08
Radiation Therapist	24 hours of approved CE earned during the two-year period preceding the expiration of the license or current ARRT registration or active certification by NMTCB.	10.32.10.13
Radiographer	24 hours of approved CE earned during the two-year period preceding the expiration of the license or current ARRT registration.	10.32.10.13
Radiologist Assistant	50 hours of approved CE earned during the two-year period preceding the expiration of the license or current ARRT registration.	10.32.10.13
Respiratory Care Practitioner	16 hours of approved CE relevant to the practice of respiratory care earned during the two-year period preceding the expiration of the license.	10.32.11.11

Note: The Board may impose a penalty of \$100 per continuing education credit for failure to obtain the required continuing education credits.

24. Do I still need CE credits if I am retired or not actively practicing?

If you plan to maintain an active license, you must comply with CE regulations for license renewal.