

# FAQ's For Online Physician License Renewal

## General Questions

➤ **Can I submit a paper renewal application?**

No. The renewal application is only available online.

➤ **Can I complete my online license renewal application using a mobile device?**

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

➤ **What is my password?**

Your password is the last four (4) digits of your social security number.

➤ **Are my financial transactions protected?**

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

➤ **I finished the New Physician Orientation program (NPO), but the system indicates I did not complete it?**

For problems with the NPO, contact Brenda Jones in our IT unit at [brenda.jones@maryland.gov](mailto:brenda.jones@maryland.gov).

➤ **I recently reinstated my medical license. Do I have to complete the NPO?**

No. The NPO only applies to newly licensed physicians.

➤ **My name has changed and I need to update my license. How do I change it?**

You may change your name by downloading and completing a Name Change application using the following link [https://www.mbp.state.md.us/forms/name\\_chng.pdf](https://www.mbp.state.md.us/forms/name_chng.pdf), and sending the form with the required fee and supporting documentation to the Maryland Board of Physicians (the Board). You cannot change your name through the online renewal application.

➤ **How long will it take to complete the license renewal application?**

It can take anywhere from 15 to 60 minutes to complete depending on the applicants response to each question. Certain responses such as "Yes" answers require additional information. Newly licensed or newly reinstated licensees may take longer to complete the application because their application information is not pre-filled.

➤ **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
- Mail a check or money order (personal, certified or third party payer) made payable to the Maryland Board of Physicians.

**Note:**

- Payment must be postmarked on or before the license expiration date. To ensure timely receipt of your payment, mail your payment no later than 14 days before the expiration date.
- Payment is not accepted by phone or in-person at the Board office.
- Credit card payments are only accepted online.

➤ **Is my credit card information safe?**

Yes. 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.

➤ **How long does it take to process a license renewal application?**

Completed applications are processed the next business day. The website will reflect your new expiration date 1 to 2 business days after processing. If mailing a check, your license will be renewed only after the Board receives and posts your payment. You will receive an email notification when your payment is posted.

➤ **How do I get a copy of my receipt and license after renewing?**

If you pay the renewal fee by credit card, you can immediately print your license at the end of the application. If a printer is not available, you can return later to print your license, receipt and a copy of the application. Select *Print My License* from the Board's website.

If mailing your payment, once the Board receives your payment, the Board will notify you by email, using the email address you provided in your renewal application, that your license is available for printing. The email will contain a link to allow you to print your license as well as a copy of the application and receipt. You can return later to print your license, receipt and copy of the application by selecting *Print My License* from the Board's website.

➤ **What to 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](mailto:brenda.jones@maryland.gov).

➤ **Can I make changes to my application after I have submitted it?**

No, you cannot make changes to the online application after you have submitted it.

➤ **What do I do if I do not have enough space to explain my "Yes" answer?**

If you need to provide additional information or supporting documentation, 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.

➤ **Is there a late renewal?**

No, there is no late renewal period. The on-line license renewal system closes on September 30th at 11:59 p.m. (EST). Failure to renew your license by the expiration date will result in the termination of your license to practice in Maryland. *There is no grace period after the expiration date.*

➤ **My license is expired. How do I reactivate my license?**

To activate your license, you must reinstate it. Click on this link <https://www.mbp.state.md.us/forms/phyreint.pdf> to download a reinstatement application and follow the instructions.

- **How can I apply for an exemption from license fee (Volunteer License)?**  
If you qualify for an exemption from license fee, click this link, [http://www.mbp.state.md.us/forms/fee\\_exmp.pdf](http://www.mbp.state.md.us/forms/fee_exmp.pdf) to download an Exemption from License Fee application. Complete the online renewal application prior to the expiration date and submit Parts 1 and 2 of the Exemption from License Fee application. The Board must receive the Exemption from License fee application before the expiration of your license.
- **How do I make my license inactive?**  
You can apply for inactive status if your license is currently active. Click this link, <https://www.mbp.state.md.us/forms/inactive.pdf> to download an Inactive Status application and follow the instructions.
- **Will my license be renewed if I have a tax liability with the State?**  
No. 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 or payment arrangements have been made. Contact the Comptroller's Office at 410-974-2432.
- **Do I need to notify the Board if I do not plan to renew my medical license?**  
No. You are not required to notify the Board. Your license will automatically expire if not renewed by the expiration date.

### Continuing Medical Education

***\*New Changes\****

*Effective January 2, 2017, the CME regulations were amended to allow licensees to earn CME credits up to the date of license expiration instead of licensees being required to earn the credits prior to the date of submission of the license renewal application.*

- **How many CME credits hours are required to renew my license?**  
Physicians must earn at least 50 Category 1 CME credits in the two-year period prior to the expiration date of the license. You certify by submission of the application you have earned the required credits during the two-year period. You are not required to send your CME documents to the Board unless you are selected for audit. *The Board may impose a penalty of \$100 per continuing education medical education credit for failure to obtain the required continuing medical education credits.*
- **If this is my first license renewal, do I need CME credits?**  
No. You are exempt from the continuing education requirement during the **first** license renewal. After the first renewal, you must comply with CME regulations.
- **If I am retired or have a volunteer license do I still need CME credits?**  
Yes. As long as you have an active license, you must comply with CME regulation, which require 50 Category 1 credits for license renewal.

➤ **What type of activities count for CME credit?**

A description of activities that meet the Board's Category 1 CME requirement and required documentation can be viewed by clicking this link:

<https://www.dsd.state.md.us/comar/comarhtml/10/10.32.01.10.htm>

➤ **I am a resident or fellow. Does my graduate medical education program count for CMEs?**

Yes. Residents and Fellows who are enrolled in ACGME- or AOA-accredited graduate medical education programs attended by the applicant within a 2-year period can claim CME credit on the basis of:

- 1 year of full-time service earns 50 CME credit hours; and
- Full-time service for a portion of a year earns 1 credit hour per week.

➤ **How long must I keep my CME documentation?**

Keep all CME documentation for 6 years.

### **Criminal History Records Check (CHRC)**

➤ **Do I need to undergo a background check for license renewal?**

Yes. On 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 a CHRC. Licensees who applied for an initial license or reinstatement of an expired license after October 1, 2016 and submitted fingerprints as part of the application process do not have to submit a second CHRC to renew their license.

➤ **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 Board using the CJIS and FBI authorization numbers below:

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

➤ **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 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.

➤ **How early can licensees apply for a CHRC before renewing their license?**

You can apply for a 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 only authorized to retain CHRC information for 90 days.

➤ **How do I confirm if the Board received my CHRC results?**

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. When you receive your CHRC results by mail, the Board receives the results at the same time.

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

You can renew your license. The Board evaluates positive results on a case-by-case basis.