



Board of Physical Therapy Examiners

DEPARTMENT OF HEALTH Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Acting Secretary

1/14/2022

RE: LICENSE RENEWAL NOTICE. Begins March 14, 2022

IMPORTANT INFORMATIONS TO NOTE:

- A. Your ID is your license number (PTAs – do not include “A” on your license number)**
- B. Your Password is the last four (4) digits of your social security number**
- C. Must complete implicit bias training**
- D. CEUs earned between April 1, 2020 & June 30, 2021 used for 2020 renewal can not be used for 2022 renewal**

Dear Licensee:

The Board’s office must receive your electronic renewal application no later than May 20, 2022 to ensure that your license is renewed before May 31, 2022. *An individual shall be licensed by the Board before the individual may practice physical therapy or limited physical therapy in this State (§ 13-301).*

2022 Continuing Education Timeframe (April 1, 2020 through March 31, 2022):

COMAR 10.38.08.05 Renewal Requirements.

- A. A licensee shall earn CEUs between April 1 and March 31 during the 2-year period before renewal and maintain the records of the course subject, hours, date, and continuing education units to present to the Board on request.
- B. CEUs completed after March 31 of the year of the renewal may not be accepted.
- C. All renewal applications shall be accompanied by a continuing education form to be completed by the licensee.
- D. A physical therapist shall earn 3 CEUs equal to 30 contact hours for the renewal period.
- E. A physical therapy assistant shall earn 2 CEUs equal to 20 contact hours for the renewal period.
- F. CEUs may not be carried over from one renewal period to the next.

COMAR 10.38.07.02 FEES: License renewal: \$231.00 for PTs (\$205.00 renewal fee and \$26.00 MHCC fee); and, \$150.00 for PTAs.

Only accepting electronic payment

RENEWAL EXCEPTIONS: If you have an **outstanding tax obligation** you **WILL NOT** be renewed until you have resolved this issue. You must contact the Comptroller's office. When resolved, the Comptroller's office will contact the board and your renewal process may commence. Please allow up to two weeks for notification to be sent and received.

INSTRUCTIONS: Visit the Board's website at health.maryland.gov/bphte. Scroll down the left-hand side of the home page and click on **License Renewals**. That will take you to the renewal landing page. Click on the **Online Renewal** link.

NOTE: Use the tab key not the enter key, to advance. When you have finished each section, click the SUBMIT key.

COMPLETE ALL CATEGORIES:

1. General Application Information – review and update as necessary. You **CANNOT** make a name change here. If you want the renewal to be in a new name you must send the Board a copy of a legal document certifying the name change (i.e. marriage certificate) **BEFORE** renewing.
2. Character and Fitness Questions – YOU (not a third party) must fill in an explanation for any questions for which you click "Yes". Those questions refer to anything that happened since your initial application and/or last renewal. If you check "Yes" by mistake, just unclick.
3. Continuing Education Worksheet – Be sure to click the "Add" button after every submission in order for the information to be entered.
 - The total contact hours (PT=30 or PTA=20 contact **HOURS not CEUs**) must meet the regulation requirement to continue the renewal process.
4. The buttons will change from red to green when each category has been successfully completed.
5. Once all three categories are completed, the payment screen will appear. Select payment option of credit/debit card (Master Card or Visa).
6. Retain all continuing education documents. In the event you are audited following the renewal period, you will be required to present these documents. At that time all contact hours will be reviewed for compliance with the continuing education regulations (COMAR 10.38.08.03).

Print and retain a copy of the renewal application and payment receipt for your records. An automated confirmation will be sent to the email provided. After the Board receives notification of your renewal application and payment, your license renewal will be processed, and you will receive your license in the mail. Renewed license can be viewed on our website under "verify your license."

If there are any questions regarding the license renewal process may contact Isaac Okehie, Deputy Director, either by cell phone (410-913-1726), office phone (410-764-4716), or email at ogui.okehie@maryland.gov

The Board appreciates your participation in a short survey upon completing the renewal process.

On Behalf of the Board,



Laurie Kendall-Ellis, PT, CAE
Executive Director