



# MARYLAND STATE BOARD OF CHIROPRACTIC EXAMINERS

## INSTRUCTIONS AND PROCEDURE

### CHIROPRACTORS 2021-2023 BIENNIAL RENEWAL

**DEADLINE:** 2021 LICENSE EXPIRATION DATE: 11:59 P.M., SEPTEMBER 1, 2021.

**RENEWAL STATUS:** All renewals must be completed online using the link on the Board's website [www.health.maryland.gov/chiropractic](http://www.health.maryland.gov/chiropractic). *All licensees must complete their own renewal application.*

**ACTIVE LICENSES:** All active status renewals will be online via the [renewal portal](#) on the Board's website.

**INACTIVE LICENSES:** You may put your license on inactive status for up to two years using the [renewal portal](#). You are not required to submit CEU courses or proof of current CPR while inactive. However, **you cannot practice as a chiropractor with an inactive license.**

**NOTE:** CHIROPRACTORS SEEKING REINSTATEMENT FROM NON-RENEWED STATUS OR REACTIVATION FROM INACTIVE STATUS. If you are in a non-renewed or inactive status, **you cannot reinstate or reactivate your license online.** You must download a [reinstatement/reactivation form](#) from the website and mail it to the Board with the fees and CEU/CPR proofs. *Reinstatement Fee - Contact the Board. Reactivation Fee - Contact the Board.*

#### RENEWAL FEES:

Active Renewal Fee:	\$726.00	Inactive Status Fee:	\$250.00
Late Active Renewal Fee:	\$1,226.00	Late Inactive Status Fee:	\$750.00

**PAYMENT & RECEIPTS:** The system accepts only credit/debit for Visa or MasterCard. If you do not have a bank issued MasterCard or Visa, you may obtain a disposable MasterCard or Visa from local retailers such as: Giant, Wal-Mart, Target, CVS, Walgreens, etc., on which you can place the designated monetary amount to cover your renewal fee. After successful completion of your renewal session, you are to download your application and receipt to verify your successful renewal.

**CEU AUDITS:** You will be notified if you have been randomly selected for a CEU audit at the end of the application process. If you are audited, you must either mail hard copies or email scanned copies (retain your originals) the completed online receipt and your CE course completion certificates with your CPR certificate to the Board for approval before your license can be issued. Email these documents to: [mdh.chiropractic@maryland.gov](mailto:mdh.chiropractic@maryland.gov).

**TAX DELINQUENCY AND CHILD SUPPORT DELINQUENCY AUDITS:** If you have been flagged by the MD State Office of Comptroller for state tax or child support delinquencies, you will be notified by the Board and will not be allowed to complete renewal until you satisfy the delinquency with the Comptroller. The Board has no authority to make any exceptions. All steps to satisfy the delinquency must be done directly and exclusively with the Comptroller. The phone number to contact the MD Office of Comptroller is 410-974-2432. You will not have a license issued until the Comptroller's Office clears you from its delinquent list. You may not practice without a license.

**ADDRESS CHANGE:** If you moved since your last renewal or initial license, submit an [address change form](#) to the Board prior to renewing your license. Your renewed license will be mailed to the address of record on file. **A \$50.00 duplication fee plus a \$200.00 failure to notify penalty will be imposed for reprinted Licenses due to an incorrect address of record.** See [COMAR 10.43.01.05\(F\)](#) and [COMAR 10.43.06.02\(S\)](#).

## 2021-2023 ONLINE RENEWAL PROCEDURES

To access the online renewal portal for either active status or inactive status:

1. Go to [www.health.maryland.gov/chiropractic](http://www.health.maryland.gov/chiropractic) and click on the link, [Renew Your License](#) in the left menu.
2. Your access log ID is your license number which will start with “S or 0...” (Example: *S01234* or *01234*).

When required to enter the number zero (“0”) do not enter the letter “O” or the system will not process. **Note:** Your license number is located in the box next to the expiration date on your current Board-issued license OR you can obtain your license number from the [verification link](#) in the left menu of the homepage on the Board’s website.

3. **Your Password is the last four digits of your social security number.** Follow the prompts as directed.
4. Indicate your license type as “Chiropractor.”
  - Part 1. General Application Information – Complete all applicable sections.
  - Part 2. Disciplinary Questions – Complete ALL disciplinary questions. Provide a detailed explanation for each question that you mark as “yes.” Some explanations may require legal documentation that must be [EMAILED](#) to the Board. Your license will not be issued until such information is received and approved by the Board.
  - Part 3. Continuing Education Requirements – Complete this section and verify that you have completed a total of 33 Board pre-approved CEUs from September 2, 2019 to September 1, 2021. Verify you have a valid CPR Certification. The section will prompt you to list the name, dates and categories of CEUs. You will then be prompted to “click to insert” the data.

**WAIVER REQUEST: If you are requesting a waiver of the 15 Elective CEUs, you must check the box “I hereby request a waiver of the 15 hours in chiropractic-related courses”.**

- Part 4. Application Affirmation – After all sections/parts have been fully completed and validated, the “Submit Application and Pay Fee” button will be activated. Click on this button to affirm your application and to select a credit card payment mode. Please print a copy of your application and receipt for your records.
- You cannot use the online portal to reinstatement your license from a non-renewed status or reactivate your license from an inactive status. Download and complete the [Reinstatement and Reactivation Application Form](#).

License issuance questions may be addressed to Bernice Berger, Licensing Coordinator at [Bernice.berger@maryland.gov](mailto:Bernice.berger@maryland.gov), 410-764-4726 or 410-764-4738.

Questions on technical problems accessing or completing the online renewal system or difficulties during the renewal process must be addressed to [mdh.chiropractic@maryland.gov](mailto:mdh.chiropractic@maryland.gov).