



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
Board Of Physical Therapy Examiners

Dear Licensee:

Re: Online Renewal – begins **March 16th**

THIS YOUR LICENSE RENEWAL NOTICE. Your current license expires on May 31, 2015. All continuing education credits (3 CEUS or 30 contact hours for PTs and 2 CEUS or 20 contact hours for PTAs) must be within the required time frame, April 1, 2013 until March 31, 2015, to renew your license. Please note there has been **NO** change to the continuing education requirements. Please refer to the current regulations on the Board's website. If you submit courses taken after March 31, 2015 your online renewal will be rejected, you will not be able to complete the process and you will have to reinstate your license. You may reinstate on Monday, June 1st.

The Board's office must receive your electronic renewal no later than May 15, 2015 to ensure that your license is mailed back to you before May 31st. You may not practice after midnight May 31, 2015 unless you have been issued a license (your renewal has been processed).

FEES: The Board is happy to announce a fee reduction of \$25.00. The cost of the renewal is: \$236.00 for PTs (\$200.00 renewal fee and \$36.00 MHCC fee); and, \$145.00 for PTAs.

Legislation was passed that allows the Board to notify licensees of their renewal notice by electronic means (e-mail). There is an e-mail field on the renewal notice. See that is it up-to-date. If you would like to be notified via email for your next renewal, mark as such on the renewal in the field that says, " I request to be notified via e-mail for my renewal notice."

Licensure renewal is an electronic, online process. Visit the Board's website at **dhmh.maryland.gov/bphte**. Look on the left hand side of the website. Click on **License Renewals**. That will take you to the correct page. Click on the **Online Renewal** link. The simple instructions follow:

1. To log in you need an ID and password. Your ID is your license number and **your password is the last four digits in your social security number.** (PTAs – do NOT put an "A" in front of your license number.) Everyone, please remember to use the tab key, not the enter key. When you have finished each section, click the SUBMIT key. If you have an **outstanding tax obligation**, there is an automatic flagging system in place. You **WILL NOT** be able to log in until you have resolved this issue. You must contact the Comptroller's office as you were instructed to do in a prior communication. The Board of Physical Therapy cannot resolve this for you. Once you have resolved it with the Comptroller's office, **they** will contact the board and we will remove the flag and you will be able to log in and renew your license. Please allow up to two weeks for the Comptroller's Office to notify the Board of

your compliance. It is not automatic. Do not wait until the last week to address this issue.

2. There are three categories to complete. They are:
 - a. General Application Information – make any changes necessary. Provide an email address if one is available. Telephone number is essential.
 - b. Character and Fitness Questions – These are the same as in previous years. 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 last renewal. If you check yes by mistake, just unclick.
 - c. Continuing Education Worksheet – Be sure to click the “Add” button after every submission so that the information is entered. Your totals must meet the entire amount required for your license in order to continue the renewal process. NOTE: the total MUST be 20 or 30 contact **HOURS** not CEUS. Be sure and check that you are not submitting non-approved courses for your renewal. Check the Board’s website under CEU–non-approved courses. You will not be issued a license if you submit a course that has been disapproved by the Board.
 - d. Retain your continuing education documents. In the event you are audited following the renewal period, you will then present the documents to this office. They will be carefully reviewed for compliance with the continuing education regulations.
3. The buttons will change from red to green when you have completed each category. After you have completed all three sections, you are then directed to the payment screen. There are two payment options available, credit card (Master Card or Visa), or you may mail in a check. Print and retain a copy of the application and a copy of your receipt for your records. When you provide an email address, you will receive an email confirmation.

After the Board receives notification of your renewal and payment, your license renewal will be processed and you will receive your license in the mail. If you are paying a check, your application will be held in queue until we receive payment. Please put your license number on the check.

There is an optional evaluation survey (if your pop-up button is blocked you need to disable it in order to access the survey). We would very much appreciate your taking the additional time to fill out the evaluation survey.

If there are any questions, you may contact the Board by phone (410-764-4752) or email at joy.aaron@maryland.gov.

For the Board,



Carlton A. Curry
Executive Director