



STATE OF MARYLAND

# DHMH MD Board of Chiropractic & Massage Therapy Examiners

Maryland Department of Health and Mental Hygiene

4201 Patterson Avenue • Suite 301 • Baltimore, Maryland 21215-2299

Chiropractic: 410-764-4726 • Massage Therapy: 410-764-4738 • Fax: 410-358-1879

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

## IMPORTANT INFORMATION REGARDING 2015-2017 BIENNIAL RENEWAL FOR LICENSED CHIROPRACTORS

Dear Doctors of Chiropractic:

July 3, 2015

The deadline to renew your Chiropractic License is **before** midnight, September 1, 2015. All renewals will be online (with some exceptions explained in the enclosure) using the online renewal system, accessed through the Board website at [www.dhmh.maryland.gov/chiropractic](http://www.dhmh.maryland.gov/chiropractic). The system will be open live to receive renewal applications on or about July 15<sup>th</sup>.

Note: If you need to reactivate a previously inactive or reinstate a previously non-renewed license, you cannot do it through the online renewal system and you **MUST** contact the Deputy Director, Adrienne Congo directly at [dhmh.bcmte@maryland.gov](mailto:dhmh.bcmte@maryland.gov) or [adrienne.congo@maryland.gov](mailto:adrienne.congo@maryland.gov) for directions.

Please be reminded of the following critical factors regarding renewals:

1. **You must complete** a minimum of 48 CEUs from courses pre-approved by the Board. In addition, you must have a current CPR Certification indicating Provider Level. Of the 48 CEUs you must have, is the required: 3 hrs. Communicable-diseases & sanitary procedures, 1 hr. in Diversity Education, 3 hrs. in Risk Management, and 1 hr. in Jurisprudence). You may be audited through the online system and required to submit copies of all course completion and CPR verification certificates. **ONLY BOARD APPROVED COURSES ARE ACCEPTABLE with completion date(s) from 9/2/2013 through 9/1/2015 to meet this renewal's biennial window for acceptance.**
2. **You must renew** online before midnight, September 1, 2015. **You are urged to renew as early as possible (starting late July) in order to receive your physical license so that there is no lapse in practice after your old license expires on Sept. 1.** Remember, we are processing nearly 900 licenses. If you renew at or near the deadline, there is no guarantee that you will receive your license before the expiration of your old document. To avoid this possibility, renew online as soon as possible.
3. **Payment** will be accepted online via MasterCard or Visa either credit or debit card. 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 a designated monetary amount on the card to cover your license fee.
4. **If you received your initial license on or after September 1, 2014; you are EXEMPT from CEU requirements during this biennial renewal but must still renew your license and hold a current CPR Certification.**
5. **"Audits"** occur to ensure that each professional renewing their license is earning all 48 hours of continuing education units. It is the Board's responsibility to ensure that licensed chiropractors in Maryland are staying current with their profession which enhances public protection. If you are "Audited" as indicated by the computer system of the online renewal application: (1) you must submit copies of your 48 audited CEUs along with a copy of your current CPR – Provider Level certification to this Board before your license can be printed and issued to you. **Please review the Audit procedures attached to this letter.**

Sincerely,

  
Adrienne Congo, Deputy Director

Enclosure - Online renewal instructions & procedures

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Toll Free 1-877-4MD-DHMH • TTY for Disabled – Maryland Relay Service 1-800-735-2258