

# 2016 Online License Renewal Instructions

Please check if the expiration date on your license is October 31, 2016. If so, you will be able to go to the Board's website at [www.dhmh.maryland.gov/dietetic](http://www.dhmh.maryland.gov/dietetic) starting **September 7, 2016** to renew your license.

You may renew online between September 7, 2016 - October 31, 2016. Please note that online renewals between November 1, 2016 - December 31, 2016 will be assessed a \$100 late fee.

The Board has transitioned to paperless licensure. **You will not receive a license in the mail. However, you will receive an email notification that your license has been renewed.** Online verifications are available at [www.dhmh.maryland.gov/dietetic](http://www.dhmh.maryland.gov/dietetic)

## Before you begin, you will need the following:

1. Your Maryland Board of Dietetic Practice License Number and Social Security Number.
2. Computer with **Internet Explorer Browser** access and a printer. You will print a copy of your application and invoice or receipt for your records.
3. Continuing education records.
4. Visa or MasterCard only (**no debit cards accepted**). You may also mail a check or money order with a copy of the online receipt to the Board.

## To Renew Online:

1. Go to the Board's website at [www.dhmh.maryland.gov/dietetic](http://www.dhmh.maryland.gov/dietetic) and click **RENEW ONLINE**.
2. Read the instructions and click **LOGIN** to proceed to the Logon Screen.
3. Enter your Board of Dietetic Practice License Number – **D, DX, B, THEN THE NUMBER. (i.e., D Zero # # # #).**
4. **Enter the last 4 digits of your Social Security Number.**
5. Fill in the information as requested. (Note that some fields may already be completed) Please note that when you renew online, no paperwork is required. You will list a minimum of **30 CEUS** electronically by category between November 1, 2014 – October 31, 2016. The Board will conduct a random audit after the renewal period.
6. Prior to selecting a method of payment, you must certify that all information in the application is accurate.
7. Preview your application and then click, **Submit Application**. Please note that once submitted the application cannot be changed. **Print and maintain a copy of your application for your records.**

## Payment Methods:

1. Select Visa or MasterCard credit card payment. The 2016 renewal fee is \$286. **Only click once to confirm payment.** Applications will be processed within 1-2 business days. **OR**
2. Select **PAYMENT BY MAIL**. **You may mail a check or money order in the amount of \$286 made payable to the Maryland Board of Dietetic Practice.** Your license will not be processed until payment is received. The Board must receive payment on or before October 31, 2016. Payments received between November 1, 2016 - December 31, 2016 will be assessed a \$100 late fee. **The mailing address is the Board of Dietetic Practice, 4201 Patterson Avenue, 3<sup>rd</sup> Floor, Baltimore, MD 21215-2299.**

If you are unable to complete your application online for any reason, please contact the Board at 410-764-4733.

If your license expires on October 31, 2016 and you do not renew by December 31, 2016, you are considered to be practicing without a license and are subject to disciplinary action. In addition, licensed dietitian-nutritionists who have not completed the entire renewal process by December 31, 2016, are required to apply for reinstatement and pay a reinstatement fee of \$586 in order to practice dietetics in Maryland.

## INACTIVE STATUS

Licensees who are not planning to renew, may apply for inactive status before December 31, 2016. The inactive status fee is \$75. You may download the inactive status application from the Board's website at [www.dhmh.maryland.gov/dietetic](http://www.dhmh.maryland.gov/dietetic)