

**MARYLAND BOARD OF PROFESSIONAL COUNSELORS AND THERAPISTS
LICENSE RENEWAL NOTICE**

WWW.HEALTH.MARYLAND.GOV/BOPC

Dear Licensee or Certificate Holder,

The online renewal portal will go live **November 13, 2017.**

In order to renew your license or certificate, you must:

1. Complete the required continuing education (CE) hours. CE hours must have been earned between February 1, 2016, and January 31, 2018; and
2. Complete a criminal history background check:
 - a. If this is the **FIRST** renewal of your license/certificate, the background check must be completed **AFTER** November 1, 2017 and **PRIOR** to online renewal. You will not be able to log in to the online renewal portal if you have not completed the criminal background check. Background checks obtained prior to November 1, 2017, will **NOT** be accepted.
 - b. If this is **NOT** your first renewal and you have obtained a criminal history background check in the last 6 years, you **DO NOT** need to obtain another one.

Remember: Renewals are available online **ONLY**. **Paper renewals will not be accepted**

Payment **must** be made by credit card. **No checks will be accepted**

Don't wait until the last minute to renew! Late renewals will NOT be accepted. NO exceptions.

After January 31, 2018, you will have to apply for reinstatement of your license/certificate.

Sincerely, The Board of Professional Counselors and Therapists