



MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

**** RENEWAL UPDATE ****

Criminal History Background Checks: Please be advised that individuals renewing their license/certificate for the **FIRST** time in 2018 are **NOT** required to obtain a criminal history records check (CHRC).

If your last CHRC was 6 or more years ago, you **MUST** obtain a new CHRC in order to renew your license/certificate. The form is available on the Board's website.

Please go to <https://mdbnc.dhmdh.md.gov/PCTVerification/Default.aspx> to check if you need a CHRC.

The online renewal system will be available on **November 1, 2018**.

Please allow enough time for the Board to receive and review the CHRC. You will not be able to renew your license/certificate until the CHRC is **reviewed** by the Board.

Due to the large volume of CHRCs that must be reviewed, CHRCs must be received by the Board no later than **December 31, 2018**. Any CHRC received after December 31, 2018, may not be reviewed before January 31, 2018. In that event, you will be responsible for paying the renewal fee **plus** the reinstatement fee in order to continue practicing. The Board does not accept late renewals.

CEU Audits: Please be advised that the Board will conduct **random** audits of the required continuing education credits during the online renewal period.

If you receive an audit notice at the time you log on to renew your license or certificate, you will be required to submit certification of completion within 30 days of the audit notice.

If you receive an audit notice and do not submit certificates of completion within the 30 day time period, your license/certificate may be suspended and/or revoked.