



MARYLAND Department of Health

Board of Professional Counselors and Therapists

IMPORTANT

RENEWAL INFORMATION

1. **Online Renewal Portal**: If your license/certificate expires **January 31, 2020**, you must renew your license/certificate by that date through the online renewal portal. The renewal portal link will be accessible from the homepage of the Board's website beginning on or about November 4, 2019. The portal will close at midnight, January 31, 2020.

Alcohol and Drug Trainees and graduate license holders DO NOT renew/extend through the online portal.

2. **Criminal History Records Check (CHRC)**: Please note that a CHRC is only required if it has been 6 or more years since your last report. The date of your last CHRC may be found on the Board's website under "License Verification". If you are unable to determine the date of your last CHRC online, you may submit documentation reflecting the date of your last CHRC to the Board. If the Board is unable to verify the date of your last CHRC, you may need to obtain a new report. If you need a CHRC, the form is on the Board's website: www.health.maryland.gov/bopc.

3. **Continuing Education Units (CEUs)**: CEU requirements for renewal can be found at COMAR 10.58.05. The Board will conduct random audits of CEUs after the renewal portal has closed. You must retain all CEU documentation as set forth in COMAR 10.58.05.03D.

4. **Extension of Time to Meet CEU requirements**: Please be advised that the Board will strictly adhere to COMAR 10.58.05.08B, which provides:

B. Extension of Time to Meet CEU Requirements.

(1) A written request for an extension of time in which to complete CEU requirements shall be submitted by the certificate holder's or licensee's renewal date.

(2) The Board may grant an extension and renew a certificate or license if the Board determines that:

(a) Failure to fulfill the requirements is clearly a result of a significant illness, a procedural or technical difficulty, or other circumstances beyond the control of the certificate holder or licensee; and

(b) The certificate holder or licensee readily and appropriately attempted to fulfill the CEU requirements.

(3) The Board may deny the request for an extension, deny renewal of the certificate or license, or issue any other order the Board finds appropriate.

(4) CEUs which are acquired in order to fulfill the conditions of an extension may be credited only for the previous renewal period.

5. **Inactive Status:** COMAR 10.58.05.10. A request for inactive status and the applicable fee must be received by the Board *before* the expiration of the license/certificate. If such request is not received before the expiration date, your license/certificate status will appear as “Non-renewed” on the licensing verification system and you will be required to reinstate the license/certificate if you wish to practice in the future.

6. **Reinstatement:** COMAR 10.58.05.09. If you do not renew your license/certificate *before* the expiration date (and have not received an extension or placed your license or certificate on inactive status), your status will appear as “Non-renewed” in the licensing verification system. Late renewals are not accepted. In order to continue practicing under your license/certificate, you will be required to file an application for reinstatement along with the applicable fee. You may not practice between the time your license/certificate expired and the date of reinstatement.

Questions regarding license/certificate renewal should be sent to:

Janice.isaac@maryland.gov for CSC, CAC, LCADC and LCPAT

Anna.sullivan@maryland.gov for LCMFT

Sandra.boxley@maryland.gov or alexandriam.langston@maryland.gov for LCPC

Tawana.brown@maryland.gov for LBA

Please do not reply to this email.

See, COMAR 10.58.05 under Laws and Regulations on the Board's website for complete CEU requirements.

(9/9/2019)