



Board of Physical Therapy Examiners

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

Dear Licensee:

Re: 2020 License Renewal – beginning **March 13, 2020**

LICENSE RENEWAL NOTICE. The continuing education unit (CEU) renewal requirements are as follows: three (3) CEUs or thirty (30) contact hours for PTs, and two (2) CEUs or twenty (20) contact hours for PTAs.

The CEUs or contact hours required time frame started April 1, 2018. **Due to COVID-19, the Board has extended the CEU requirement deadline for 2020 license renewals to the 30th day after the date by which the state of emergency is terminated and the catastrophic health emergency is rescinded.** Please note there has been NO change to the amount of CEUs or contact hours renewal requirement. Any CEUs or contact hours used for your 2020 license renewal cannot be used for your 2022 license renewal.

Those not completing and submitting the required number of CEUs or contact hours by the 30th day after the date by which the state of emergency is terminated and the catastrophic health emergency is rescinded will need to reinstate their license. Reinstatement date will be announced.

The Board's office must receive your electronic renewal. Verification of license may be printed as evidence of licensure as there may be a delay in license mailings due to COVID-19.

FEES: The cost of the renewal is: \$226.00 for PTs (\$200.00 renewal fee and \$26.00 MHCC fee); and, \$145.00 for PTAs.

Licensure renewal is an electronic online process. Please click: health.maryland.gov/bphte or go to the Maryland Board of Physical Therapy Examiners website. Scroll down the left-hand side of the home page and click on License Renewals.

Instructions: Your log-in ID is your license number and your password is the last four digits of your social security number. (PTAs – do NOT put an "A" in front of your license number).

Note: Use the tab key, not the enter key. When you have finished each section, click the SUBMIT key.

Renewal exceptions: If you have an outstanding tax obligation you WILL NOT be able to renew until it is resolved. Please contact the State of Maryland Comptroller's office. The Board of Physical Therapy cannot resolve outstanding tax obligations. When resolved, the Comptroller's office will contact the Board of Physical Therapy Examiners and your renewal process may commence. Please allow for up to two weeks for notification to be sent and received.

Complete all categories:

(1) General Application Information – review and update. You CANNOT make a name change here. Send the Board of Physical Therapy Examiners a copy of your marriage license or other name change certificate BEFORE renewing if you want the renewal to be in your new name.

(2) Character and Fitness Questions – YOU (not a third party) must fill in an explanation for any questions for which you click "Yes". Those questions refer to anything that happened since your last renewal. If you check "yes" by mistake, just unclick.

(3) Continuing Education Worksheet – Be sure to click the "Add" button after every submission so that the information is entered. Totals must meet the entire amount required for your license renewal. NOTE: the total MUST be 20 or 30 contact HOURS not CEUS. Do not submit non-approved courses. Only approved courses can be used for license renewal. Check the Board's website and/or click here: [Non-Approved CEU Courses II](#) and [Non-Approved CEU Courses](#).

(4) Retain all continuing education documents. In the event you are audited following the renewal period, you will need to present the documents to this office. All documents will be reviewed for compliance with the continuing education regulations.

(5) Buttons will change from red to green when each category is completed. Once all three categories are completed the payment screen will appear. Select payment option: credit card (Master Card or Visa), or check. Note: If you are paying by check, your application will be held in queue until the check is received. Please put your license number on the check.

Print and retain a copy of the application and a copy of your receipt for your records. An email confirmation will be sent to the email provided in your general application information. After the Board receives notification of your renewal and payment, your license renewal will be processed and you will receive your license in the mail.

We appreciate your participation in our evaluation survey (unblocking your pop-up button will give you survey access). The survey will take you under 5 minutes and your answers help us improve our customer service. If there are any questions about the license renewal process, you may contact Isaac Okehie, Deputy Director either by phone (410-764-4752) or email at ogui.okehie@maryland.gov.