



Board of Physical Therapy Examiners

DEPARTMENT OF HEALTH Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Acting Secretary

RE: LICENSE RENEWAL NOTICE. March 12, 2021 Commencement

Dear Licensee:

REMINDER: Renewal portal password: last 4 digits of your social security number

All renewal applications shall be accompanied by a continuing education form to be completed by the licensee.

- A physical therapist shall earn 3 CEUs equal to 30 contact hours
- A physical therapy assistant shall earn 2 CEUs equal to 20 contact hours

FEES:

- \$231.00 for PTs (\$205.00 renewal fee and \$26.00 MHCC fee);
- \$150.00 for PTAs.

Credit Card payments only

INSTRUCTIONS:

Your 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, to advance. When you have finished each section, click the SUBMIT key.

COMPLETE ALL CATEGORIES:

1. General Application Information – review and update as necessary. You CANNOT make a name change here. If you want the renewal to be in a new name you must send the Board a copy of a legal document certifying the name change (i.e. marriage certificate) BEFORE renewing.
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 initial application and/or last renewal. If you check “Yes” by mistake, just unclick.
3. Continuing Education Worksheet – Be sure to click the “Add” button after every

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Email: mdh.bphte@maryland.gov

submission in order for the information to be entered. • The total contact hours (PT=30 or PTA=20 contact HOURS not CEUs) must meet the regulation requirement to continue the renewal process.

4. The buttons will change from red to green when each category has been successfully completed.

5. Once all three categories are completed, the payment screen will appear. Select payment option of credit card (Master Card or Visa).

6. Retain all continuing education documents. In the event you are audited following the renewal period, you will be required to present these documents. At that time all contact hours will be reviewed for compliance with the continuing education regulations (COMAR 10.38.08.03).

7. Print and retain a copy of the renewal application and payment receipt for your records. An automated confirmation will be sent to the email provided. After the Board receives notification of your renewal application and payment, your license renewal will be processed, and you will receive your license in the mail. Renewed license can be viewed on our website under "verify your license."

If there are any questions regarding the license renewal process may contact Isaac Okehie, Deputy Director, either by cell phone (410-913-1726), office phone (410-764-4716), or email at ogui.okehie@maryland.gov

The Board appreciates your participation in a short 5-minute survey upon completing the renewal process.

On Behalf of the Board,

A handwritten signature in black ink that reads "Laurie Kendall-Ellis". The signature is written in a cursive, flowing style.

Laurie Kendall-Ellis, PT, CAE Executive Director