

MARYLAND BOARD OF CHIROPRACTIC EXAMINERS

Suite 301, 4201 Patterson Ave., Baltimore, Maryland 21215-2299

www.health.maryland.gov/chiropractic

Phone: 410 764-4726 Fax: 410 358-1879

BOARD RENEWAL NOTICE: CHIROPRACTIC ASSISTANT REGISTRATIONS

The deadline to renew your CA Registration is midnight, March 31, 2019. All renewals will be online (with some exceptions explained in the enclosure) using the electronic database, accessed through the Board website at: www.health.maryland.gov/chiropractic. The system will be open on or about February 15, 2019. Do not attempt to renew online until then and not until you have read these detailed instructions. Please be reminded of the following critical factors regarding renewals:

WHEN: ALL ACTIVE CHIROPRACTIC ASSISTANT MUST RENEW THEIR REGISTRATIONS BY MIDNIGHT, MARCH 31, 2019.

HOW: All Chiropractic Assistants must renew online via the Board website at: www.health.maryland.gov/chiropractic. The online renewal portal will be open on or about February 15, 2019. Chiropractic Assistants have until midnight, March 31, 2019 to renew via the website without a late fee. Late Renewals will be accepted online until April 30, 2019. However, late fee will automatically be imposed after the March 31, 2019 deadline.

FEES: Renewal fee is \$250.00. Late fee required after Midnight on March 31, 2019 is an extra \$200.00. No waivers or exceptions. No cash or checks accepted; only Visa, MasterCard or a debit card payment is accepted.

CEUs: All Chiropractic Assistants issued registrations prior to April 1, 2018, are required to have satisfactorily completed a minimum of 10 CEU Board approved courses. Chiropractic Assistants issued registrations after March 31, 2018 are exempt from CEU requirements for this renewal cycle but must still have CPR certification.

CPR CERTIFICATION: All Chiropractic Assistants, regardless of registration issuance data, must hold a current CPR card from the American Red Cross or American Heart Association. No other sponsors are approved.

TAX HOLDS: If you owe State back taxes or child support payments, the Maryland Comptroller's Office may have a tax hold on your registration. In these circumstances, you must clear your tax issue with the Comptroller (410-974-2432) before the Board can process your renewal.

AUDITS: A random CEU audit is conducted of applicants. If audited, you must submit hard copies of all CEUs and CPR documentation. You may not practice or receive a renewed registration until the audit is cleared.

You are urged to renew as early as possible so that there is no lapse in practice after your old registration expires.

INSTRUCTIONS TO COMPLETE YOUR CA ONLINE RENEWAL

DEADLINE: All Chiropractic Assistant renewal applicants must complete their renewal before midnight, March 31, 2019. After midnight on March 31, 2019 a \$200.00 late fee will be automatically assessed by the online renewal system. **NOTE: YOU CANNOT PRACTICE WITHOUT A RENEWED REGISTRATION IN YOUR POSSESSION.**

MODE & FEES:

All renewals will be online except for those reinstating a non-renewed registration which must be done exclusively via the mail. CAs seeking reinstatement from non-renewed status: if you are in a non-renewed status, you cannot reinstate your registration online. You must download a reinstatement form from the website and mail it in with fees and CEU/CPR proof. Fee for Reinstatement and registration is \$550.00. Call the Executive Director Laurie Sheffield-James at 410-764-5985 or Deputy Director Adrienne Congo at 410-764-2965 with any questions regarding reinstating a non-active/non-renewed registration

ACTIVE RENEWAL FEE:
\$250.00

LATE FEE:
\$200.00 (mandatory and automatically assessed after Midnight, March 31, 2019 – no exceptions or waivers).

ACCESS:
To access the renewal online system, go to www.mdh.maryland.gov/chiropractic and double click on the renewal function on the home page. Your access log ID is the last four numbers of your social security number. Follow the prompts as directed; do not leave out information or the system will not process. When you are required to enter a numerical zero ("0") do not enter the letter "O" or the system will not process. From the Logon Page, indicate your license type as "Chiropractic Assistant", indicate your Registration Number (for example): *RC01234*, and your password, which is the last 4 digits of your social security number.

PAYMENT & RECEIPTS:
The system accepts only credit/debit for Visa or MasterCard. No cash, checks or money orders are accepted. After successful completion of your renewal session, you may download your application and receipt to verify your successful renewal.

CEU AUDITS:
During the online renewal process, you will be notified if you have been selected for a CEU audit. If so, you must mail legible hard copies (retain your originals) of both the completed online application, your CEU course completion and CPR certificate to the Board for approval before your registration can be issued. Mail these documents to: MD Board of Chiropractic Examiners Massage Therapy Examiner Suite 301, 4201 Patterson Ave., Baltimore, MD 21215-2299, Attention, Laurie Sheffield-James, Executive Director or Adrienne Congo, Deputy Director.

TAX DELINQUENCY AUDITS:

If you have been flagged by the MD State Office of Comptroller for state tax or child support delinquencies, you will be notified by the Board and will not be allowed to complete renewal unless/until you satisfy the delinquency with the Comptroller. The Board has no authority to make any exceptions. All steps to satisfy the delinquency must be done directly and exclusively with the Comptroller. You may not practice without a license/registration and will not have one issued unless/until the Office of Comptroller clears you from its delinquent list by faxing or emailing the clearance to the Board. The phone number to contact the MD Office of Comptroller is 410-974-2432. You may not practice without a registration and cannot have one issued unless/until the Office of Comptroller clears you from its tax delinquency list and has notified the Board.

INACTIVE REGISTRATION:

You may put your license on inactive status (or on hold) for up to two years. If you place your registration on inactive status, you are not required to submit CEU courses or proof of current CPR. NOTE: YOU CANNOT PRACTICE AS A CHIROPRACTIC ASSISTANT WITH AN INACTIVE REGISTRATION. Later, If you reactive your registration, you must show proof of required CEU classes and a current CPR card.

To put your registration on inactive status, please send the Board the Inactive Status form found at www.health.maryland.gov/chiropractic along with a \$50.00 check made payable to the Board of Chiropractic Examiners.

2017-2019 ONLINE RENEWAL STEP-BY-STEP PROCEDURES

Payment: Payment for online renewals may only be made using MasterCard or Visa. Debit and/or credit cards are accepted. No cash, checks or money orders are allowed.

Thoroughly read & complete all application fields. Complete each section/part in sequential order.

Only credit/debit cards are accepted for online renewals. Remember, there is a \$200.00 late fee automatically assessed by the system for licensees/registrants attempting to renew or go inactive online after the March 31, 2019 deadline has passed.

Part 1 – General application information – Complete all applicable sections and follow all prompts exactly as directed. If you fail to complete sections or parts, the system will NOT let you proceed with the renewal application.

Part 2 – Disciplinary Questions – You must complete ALL disciplinary questions. Provide a detailed explanation for each question that you mark as “yes.” Some explanations may require legal documentation that must be MAILED to the Board. Your license/registration will not be issued until such information is received and approved by the Board.

Part 4 – Continuing Education Requirements – You must complete this section and verify that you have completed a total of 10 Board pre-approved CEUs from April 1, 2017 to March 31, 2019 and that you have a valid CPR Certification. The section will prompt you to list the name,

dates and categories of CEUs; you will be then prompted to “click to insert” the data. If you have questions about CEU requirements, please call Executive Director Laurie Sheffield-James at 410-764-5985 Deputy Director Adrienne Congo at 410-764-2865.

CEU Audits – All applicants renewing online must enter all courses they have attended in the field when prompted (“Click to insert”). The system randomly audits applicants. If you are audited, you will be notified during the online renewal process within the Part 3 section and must mail in the completed application and copies of all course completion documentation and a copy of your current CPR card. Complete the renewal online, mail in your certificates and your registration will be processed as soon as your certificates are reviewed and verified. Registrations cannot be renewed unless/until all CEU requirements are met.

Part 5 – Application Affirmation – After all sections/parts have been fully completed and validated, the “*Submit Application and Pay Fee*” button will be activated. Click on this button to affirm your application and to select a credit card payment mode. Only Visa or MasterCard credit/debit cards are accepted for online renewals. At this point, you should print out a copy of your application and receipt for your records and complete the online evaluation tool for the system.

General questions on the CA program, CEUs, Board approvals and reinstatements, along with technical problems accessing the renewal system, and questions regarding tax delinquency should be addressed to Laurie Sheffield-James at 410-764-5985 or Adrienne Congo at adrienne.congo@maryland.gov.

The Board is renewing over 700 registrants. Consequently, it is important that you get your CEUs completed and register as early as possible to avoid a lapse in practice. Remember, once your registration expires on March 31, 2019, you can NOT practice until you physically receive a new registration from the Board.

Laurie Sheffield-James
Executive Director