



MARYLAND BOARD OF CHIROPRACTIC EXAMINERS
4201 Patterson Avenue, Suite 301, Baltimore, Maryland 21215-2299
Phone: 410 764-4726

June 21, 2023

BOARD RENEWAL NOTICE- CHIROPRACTOR LICENSE

Dear Chiropractor:

The deadline to renew your License is **11:59 p.m., September 1, 2023**. All renewals will be online using the renewal portal accessed through the Board's website at: www.health.maryland.gov/chiropractic. You may also change your active license to inactive status during the renewal cycle. Late renewals will be accepted online from September 2, 2023, until September 30, 2023. **However, a \$500.00 late fee will automatically be imposed after midnight on September 1, 2023, for late renewals and late inactive status elections.**

WHEN: The renewal portal on the Board's website will open on **July 14, 2023**. Do not attempt to renew online until then, and not until you have **read the detailed instructions attached to this letter**. The instructions are also posted on the Board's website on the license renewal page.

FEES: Renewal Fee: \$726.00 Inactive Status Fee: \$250.00 Late Renewal Fee: \$1,226.00 Late Inactive Status Fee: \$750.00

There are no waivers or exceptions. The online renewal portal will only accept MasterCard and Visa credit or debit card payments.

CEUs: All Chiropractors issued licenses prior to September 1, 2022, are required to have satisfactorily completed a minimum of 48 CEU Board approved courses, and an approved implicit bias training course for this renewal cycle. Chiropractors issued licenses after September 1, 2022, are exempt from CEU requirements for this renewal cycle only but must still have an unexpired CPR certification at the Provider Level.

CPR CERTIFICATION: All Chiropractors, regardless of license issuance date, must hold a current CPR certificate at the healthcare provider level.

TAX/CHILD SUPPORT HOLDS: If you have a Maryland State Tax lien or are delinquent in child support payments, the Maryland Comptroller's Office may have a hold on your license. In these circumstances, you must clear your tax issue with the Comptroller (410-974-2432) or child support payment delinquency with the appropriate agency before the Board can process your renewal.

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

You are urged to renew as early as possible. The Board is renewing over 950 licensees. Accordingly, you are to complete your CEUs and renew as early as possible to avoid a lapse in practice. Remember, once your license expires on September 1, 2023, you may NOT practice until you physically receive a new license from the Board.

You may e-mail the Board directly at mdh.chiropractic@maryland.gov with questions.

Best wishes and remain safe.

A handwritten signature in blue ink that reads "Sharon Oliver".

Sharon J. Oliver, MBA, Executive Director

2023-2025 ONLINE RENEWAL PROCEDURES

To access the online renewal portal for either active status or inactive status:

1. Go to www.health.maryland.gov/chiropractic and click on the link, [Renew Your License](#) in the left menu.
2. Your access log ID is your license number which will start with “S or 0...” (example: *S01234 or 01234*).

When required to enter the number zero (“0”) do not enter the letter “O” or the system will not process. **Note:** Your license number is located in the box next to the expiration date on your current Board-issued license OR you can obtain your license number from the [verification link](#) in the left menu of the homepage on the Board’s website.

3. **Your Password is the last four digits of your social security number.** Follow the prompts as directed.
4. Indicate your license type as “Chiropractor.”
 - Part 1. General Application Information – Complete all applicable sections.
 - Part 2. Disciplinary Questions – 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 [EMAILED](#) to the Board. Your license will not be issued until such information is received and approved by the Board.
 - Part 3. Continuing Education Requirements – Complete this section and attest that you have completed an approved implicit bias training course. Verify that you have completed a total of 48 Board pre-approved CEUs from September 2, 2021, to September 1, 2023. Verify you have a valid CPR Certification. The section will prompt you to list the name, dates and categories of CEUs. You will then be prompted to “click to insert” the data.
 - Part 4. 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 select a credit card payment mode. Please print a copy of your application and receipt for your records.
- You cannot use the online portal to reinstate your license from a non-renewed status or reactivate your license from inactive status. Download and complete the [Reinstatement and Reactivation Application Form](#).

License issuance questions may be addressed to Mae Mgbaja, Licensing Coordinator at mdh.chiropractic@maryland.gov, 410-764-4726, or 410-764-4738.

Questions on technical problems accessing or completing the online renewal system or difficulties during the renewal process must be addressed to mdh.chiropractic@maryland.gov.