

# 2024 Online License Renewal Instructions

Please check if the expiration date on your license is October 31, 2024. If so, you will be able to go to the Board's website at [health.maryland.gov/dietetic](https://health.maryland.gov/dietetic) starting **September 4, 2024** to renew your license.

**You may renew online between September 4, 2024 - October 31, 2024.**

**NEW: THERE IS NO LONGER A LATE RENEWAL PERIOD. IF YOU DO NOT RENEW BY OCTOBER 31, 2024, YOU ARE REQUIRED TO APPLY FOR REINSTATEMENT AND PAY A REINSTATEMENT FEE OF \$576 IN ORDER TO PRACTICE DIETETICS IN MARYLAND.**

The Board has transitioned to paperless licensure. **You will not receive a license in the mail. However, you will receive an email notification that your license has been renewed.** Free online verifications are available at [health.maryland.gov/dietetic](https://health.maryland.gov/dietetic)

**Before you begin, you will need the following:**

1. Your Maryland Board of Dietetic Practice License Number and Social Security Number.
2. Computer or laptop and a printer. You will print a copy of your application and invoice or receipt for your records.
3. Continuing education records.
4. Visa or MasterCard only (**no debit cards accepted**).

**To Renew Online:**

1. Go to the Board's website at [health.maryland.gov/dietetic](https://health.maryland.gov/dietetic) and click **RENEW ONLINE**.
2. Read the instructions and click **LOGIN** to proceed to the Logon Screen.
3. Enter your Board of Dietetic Practice License Number – **D, DX, B, THEN THE NUMBER. (i.e., D Zero ###).**
4. **Enter the last 4 digits of your Social Security Number.**
5. Fill in the information as requested. (Note that some fields may already be completed) Please note that when you renew online, no paperwork is required. You will list a minimum of **30 CEUS** electronically by category between November 1, 2022 – October 31, 2024. The Board will conduct a random audit after the renewal period.
6. Prior to selecting a method of payment, you must certify that all information in the application is accurate.
7. Preview your application and then click, **Submit Application**. Please note that once submitted the application cannot be changed. **Print and maintain a copy of your application for your records.**

**Payment Methods:**

1. Select Visa or MasterCard credit card payment. The 2024 renewal fee is \$250. **Only click once to confirm payment.** Applications will be processed within 1-2 business days.

## **Implicit Bias CEU Requirement**

Pursuant to Senate Bill 5/House Bill 28 – Implicit Bias Training and the Office of Minority Health and Health Disparities, all Maryland Health Occupations licensees must complete an approved Implicit Bias CEU. **This is a one time requirement for one renewal only.** You will attest that you completed the CEU. You may also include the CEU as part of the 30 CEU requirement for renewal. You will not submit any paper proof of the CEU unless you are randomly selected for an audit in January.

## **INACTIVE STATUS**

If you are an active licensee and do not plan on renewing your license and do not plan on practicing in Maryland, you may consider inactive status. **You may only go inactive during your renewal.** The one time fee for inactive status is \$75. Inactive status allows an individual, who wishes to practice in Maryland again, to reactivate a license by demonstrating 15 CEU for each year the license has lapsed. The reactivation fee is \$150. You may go inactive via the online renewal application on the Board's website at [health.maryland.gov/dietetic](https://health.maryland.gov/dietetic). Select "Inactive" on the first page of the online renewal application and follow the prompts for inactive status. **PLEASE BE AWARE: Once you click inactive on the renewal application, you will not be able to go back and select active.**