

# ONLINE RENEWAL INSTRUCTIONS

To renew online, follow the steps below.

1. Go to <https://mdbnc.health.maryland.gov/psychnewapplicant/default.aspx>
2. Enter your 5 digit license number
3. Enter your password (last 4 digits of your social security number)
4. Complete the following 5 menu items
  - General Application Information
  - Character and Fitness questions (*explanations and documentation maybe required*)
  - Psychology Associate Update
  - Unlicensed Workers Exempt from Licensure
  - Continuing Education (*If flagged for an audit you must send your CE documentation to the Board within five days*)

The RED arrow for each menu item will TURN GREEN once the section is completed.  
**ALL ARROWS MUST BE GREEN TO PROCESS YOUR APPLICATION.**

5. Renewal fee - \$300.00. **PAYMENT MUST BE BY CREDIT CARD OR DEBT CARD ONLY. Visa or MasterCard Only**

For assistance contact Tamika Davis, Licensing Coordinator at [tamika.davis2@maryland.gov](mailto:tamika.davis2@maryland.gov) or at 410-764-4787 during regular working hours.