

CEU & LICENSE RENEWAL INFORMATION

GENERAL CEU REQUIREMENTS:

The regulations for CEU review and approval procedures are found in Maryland COMAR 10.43.11 *et seq.* These are summarized below:

- By September of each renewal year, applicants shall satisfactorily complete at least 48 hours of CEUS (completed within the previous 24 months). The 48 CEUs must contain a minimum of : 1 hour of Maryland jurisprudence, 3 hours of communicable disease (including AIDS/HIV), 5 hours risk management; a valid, current adult CPR certification (Provider Level) from the Red Cross or American Heart Assn or their bona fide affiliates/agents;
- All courses must be PREAPPROVED BY THE BOARD AT LEAST 90 DAYS PRIOR TO COMMENCEMENT OF THE COURSE. No retroactive approvals, exemptions or waivers are allowed. Courses may be submitted for review by the provider or the licensee.
- Courses may be online, home-study or live – no limit, (e.g. a licensee can achieve all or part of the 48 CEUs through any of these instruction modes).
- All courses must relate to chiropractic scope of practice as determined by the Board.
- Up to 12 hours of Board Approved physician courses may be taken if such courses are also approved by the Maryland Physician Board. Up to 12 hours may be achieved by presenting written evidence of instructing Board approved courses or courses at a chiropractic college or at an FCLB, NBCE, ACA or State Association function or event.
- Individuals, companies, schools or contractors seeking course approval shall submit the following in writing t least ninety (90) days before the starting date of the program or course: (1) Title, location, date of course; (2) If electronic, the website, database or system used; (3) Number of credits requested; (4) Names & professional and educational qualifications of instructors; (5) Name of attendance certifying officer and method of certification; (6) Required texts or course notes used; (7) A detailed syllabus and schedule of the classes & courses; (8) List of any sponsor of the program or course. The standard FCLB submission form with enclosures is acceptable; (9) A \$25.00 per course non refundable review fee must accompany each request for review.
- Individual certificate and registration holders shall maintain their own CEU records – the Board checks compliance during renewals – all licensees must submit legible copies of all CEU Course completion certificates with their renewal applications.

2009 CHIROPRACTOR LICENSE RENEWAL REQUIREMENTS:

All chiropractors must renew their practice licenses by AUGUST 31, 2009. Please read the following information and take the necessary steps to fully comply with all requirements.

GENERAL REQUIREMENTS: All licensees, active & inactive must renew their licenses not later than **midnight, August 31, 2009.** Renewal may be done via paper application or via online by accessing the online renewal system at www.mdchiro.org and following the prompts/directions. Debit or credit cards (only Visa or MasterCard are acceptable). All licensees are encouraged to renew online as it is faster and produces an immediate downloadable receipt for the license renewal fees and proof of renewal.

DEADLINES/LATE FEE PENALTY : The Board will mail out renewal application in late July, 2009. The application forms will contain all deadlines. **All applications MUST be postmarked or processed via the online renewal system not later than August 31, 2009 to avoid a \$500.00 late fee.**

PRACTICE WITHOUT A RENEWED LICENSE

Under state law, if a licensee postmarks his/her renewal application at least 2 weeks prior to the renewal deadline of September 1, 2009, (e.g. by August 15, 2009) the licensee may continue to practice if the Board fails to deliver the renewed license by the September 1st deadline. Licensees who postmark his/her renewal application AFTER August 15, 2009 may NOT practice without a renewed license.

RENEWAL FEES:

ACTIVE LICENSEES: \$500.00 renewal fee and \$26.00 health access fee (TOTAL \$526.00)

INACTIVE LICENSEES: \$250.00

NON-RENEWED LICENSEES: No fee but must return renewal form requesting non-renewed status

CEU REQUIREMENTS:

POST 8/31/2008 LICENSEES: Licensees who received their license **after September 1, 2008** are exempt from CEU requirements for the 2009 renewal but **must still submit proof of their CPR certification.**

OTHER LICENSEES: Forty Eight (48) total CEUs that are satisfactorily completed between 9/1/2007 and 8/31/2009. **AIDS/COMMUNICABLE DISEASE—3 CEUs; RISK MGT—5 CEUs; JURISPRUDENCE—1 CEU.** The balance of CEUs may be in any subject/mode, approved by the Board. CPR—current CPR certification at the Provider Level from American Red Cross or American Heart Assn. or their licensed affiliates.

CEU COURSE MODE: Online, Take-home and/or live courses may be taken without limit.

ONLY BOARD PRE-APPROVED COURSES ARE ALLOWED—NO RETROACTIVE APPROVAL/AUTHORIZATION IS ALLOWED.

Questions should be addressed to the Executive Director, Mr. Vallone, at 410-764-5985.