

## **Online License Renewal - General Information and Instructions**

Before you start the renewal application, you will need your **license number** and the last **four digits of your social security number**. Your license number can be found by clicking [License Verification & Roster Information](#).

Information regarding renewal dates, renewal fees, reporting periods, continuing education, and general information regarding renewal can be found by clicking [License Renewal Application & Instructions](#).

### **General Information**

**1. There are three Sections to Complete: General Application Information, Disciplinary Questions, and Continuing Education Requirements:**

- Each section must be completed to turn all status arrows green.
- You can save your progress and return later to complete the renewal application. Please ensure you complete the renewal application prior to the end of the renewal cycle to avoid your license lapsing.

**2. Steps for Submission:**

- Ensure all arrows are green before attempting submission.
- Disable pop-up blockers, as errors messages will appear in pop-ups.
- After completing all sections, click **Submit Application and Pay Fee to affirm application and pay renewal fee online via credit card or debit card**.

**3. Documentation:**

- Print a copy of your renewal application and receipt for your records.

**NOTE: Renew on time to avoid paying late and reinstatement fees.**

Acupuncturists who fail to renew their license by the end of the renewal cycle will become non-renewed and will need to reinstate their license.

Acupuncturists are not authorized to practice in Maryland without an active license.

## **Detailed Section Instructions**

### **Part 1: General Application Information**

- Complete all applicable fields. Update any information that has changed. Some fields will be pre-populated. Select **Submit as Complete** or **Save-Not Complete** to save progress and finish later.

### **Part 2: Disciplinary Questions**

- Answer all questions fully, providing detailed incident explanations. Some explanations may require legal documentation that must be submitted to the Board (court records, completion of court ordered courses, compliance reports, etc.) Some circumstances may require a Board investigation before approving the renewal.

### **Part 3: Continuing Education Requirements**

- Continuing Education Requirements can be found by clicking [License Renewal Application & Instructions](#).
- Add continuing education (CE) courses into the electronic workbook by pressing the “(+) Add” button. As courses are added, you will see the list of courses below the add form.
  - If you make an error, simply delete the data and reenter.
  - The CE calculator will track and total hours.
  - Press the “Submit and Return to Menu” button to return to the menu.
  - If the required hours are met, the arrow will turn green.

### **Final Steps: Affirmation and Payment**

- After completing all three sections, the Submit Application and Pay fee button will be activated.
- Press this button to affirm your application and select a payment method.
- You must pay your renewal fee online using a Master or Visa credit/debit card.