



MARYLAND STATE BOARD OF CHIROPRACTIC EXAMINERS

INSTRUCTIONS AND PROCECURES

REGISTERED CHIROPRACTIC ASSISTANTS

2021-2023 BIENNAL RENEWAL

DEADLINES: **2021 REGISTRATION EXPIRATION DATE:** Registrations will expire 30 days after the state of emergency is terminated in compliance with [Governor Hogan's Executive Order dated June 19, 2020](#). (Note the statutory expiration date is March 31, 2021)

2021 RENEWAL DEADLINE: 30 days after the state of emergency is terminated in compliance with [Governor Hogan's Executive Order dated June 19, 2020](#). Inactive status changes may also be completed online during the renewal period.

RENEWAL STATUS: All renewals must be completed online using the link on the Board's website www.health.maryland.gov/chiropractic. *All registrants must complete their own renewal application.*

ACTIVE REGISTRATIONS: All active status renewals will be online via the [renewal portal](#) on the Board's website.

INACTIVE REGISTRATIONS: You may put your registration on inactive status (or on hold) for up to two years using the [renewal portal](#). You are not required to submit CEU courses or proof of current CPR while inactive. However, **you cannot practice as a chiropractic assistant with an inactive registration.**

NOTE: **CHIROPRACTIC ASSISTANTS SEEKING REINSTATEMENT FROM NON-RENEWED STATUS OR REACTIVATION FROM INACTIVE STATUS.** If you are in a non-renewed or inactive status, **you cannot reinstate or reactivate your registration online.** You must download a [reinstatement/reactivation form](#) from the website and mail it to the Board with the fees and CEU/CPR proof. *Reinstatement Fee is \$750.00. Reactivation Fee is \$450.00.*

RENEWAL FEES:

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|--------------------------|----------|---------------------------|----------|
| Active Renewal Fee: | \$250.00 | Inactive Status Fee: | \$50.00 |
| Late Active Renewal Fee: | \$450.00 | Late Inactive Status Fee: | \$250.00 |

PAYMENT & RECEIPTS: The system accepts only credit/debit for Visa or MasterCard. If you do not have a bank issued MasterCard or Visa, you may obtain a disposable MasterCard or Visa from local retailers such as: Giant, Wal-Mart, Target, CVS, Walgreens, etc., on which you can place the designated monetary amount to cover your renewal fee. After successful completion of your renewal session, you are to download your application and receipt to verify your successful renewal.

CEU AUDITS: You will be notified if you have been randomly selected for a CEU audit at the end of the application process. If you are audited, you must either mail hard copies or email scanned copies (retain your originals) the completed online receipt and your CE course completion certificates with your CPR certificate to the Board for approval before your registration can be issued. Mail these documents to: MD Board of Chiropractic Examiners, Suite 301, 4201 Patterson Avenue, Baltimore, MD 21215-2299. Attention: Chiropractic Licensing Unit Manager. You may also email the documents to mdh.chiropractic@maryland.gov.

TAX DELINQUENCY AUDITS: If you have been flagged by the MD State Office of Comptroller for state tax or child support delinquencies, you will be notified by the Board and will not be allowed to complete renewal until you satisfy the delinquency with the Comptroller. The Board has no authority to make any exceptions. All steps to satisfy the delinquency must be done directly and exclusively with the Comptroller. The phone number to contact the MD Office of Comptroller is 410-974-2432. You will not have a registration issued until the Comptroller's Office clears you from its delinquent list. You may not practice without a registration.

ADDRESS CHANGE: If you moved since your last renewal or initial registration, submit an [address change form](#) to the Board prior to renewing your registration. Your renewed registration will be mailed to the address of record on file. **A \$40.00 duplication fee plus a \$100.00 failure to notify penalty** will be imposed for reprinted registrations due to an incorrect address of record. See [COMAR 10.43.07.18](#).

2021-2023 ONLINE RENEWAL STEP-BY-STEP 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 for [Renew Your License](#) in the left menu.
2. Your access log ID is your registration number which will start with “RC...” (for example: *RC01234*)
When you are required to enter the number zero (“0”) do not enter the letter “O” or the system will not process. **Note:** You can obtain your registration number located in the box next to the expiration date as reflected on your current Board-issued registration OR you can obtain your registration number from the [verification link](#) in the left menu of the homepage.
3. **Your Password is the last four digits of your social security number.** Follow the prompts as directed.
4. Indicate your license type as “Chiropractic Assistant.”
 - 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 MAILED to the Board. Your registration will not be issued until such information is received and approved by the Board.
 - Part 3. Continuing Education Requirements – Complete this section and verify that you have completed a total of 10 Board pre-approved CEUs from April 1, 2019 to March 31, 2021 and that 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 to select a credit card payment mode. Please print a copy of your application and receipt for your records.

You cannot renew online if you are seeking to reinstatement your registration from a non-renewed status or reactivate your registration from an inactive status. Please contact the Board at 410-764-4726 or 410-764-4738 with general questions on the renewal program or for direction and guidance.

Registration issuance questions may be addressed to Bernice Berger, Licensing Coordinator at Bernice.berger@maryland.gov or 410-764-4726.

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