



MARYLAND STATE BOARD OF CHIROPRACTIC EXAMINERS
INSTRUCTIONS AND PROCESURES
REGISTERED CHIROPRACTIC ASSISTANTS
2023-2025 BIENNIAL RENEWAL

WHO MUST RENEW: ALL CAS HOLDING A REGISTRATION THAT EXPIRES MARCH 31, 2023.

Registration Deadlines:

2023 RENEWAL DEADLINE: March 31, 2023 at 11:59 pm

2023 LATE RENEWAL PERIOD: April 1, 2023 - April 30, 2023 at 11:59 pm. **A \$200.00 Late Fee is assessed.**

Renewal Portal Closes: May 1, 2023 at 12:01 am

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 place 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 must complete the Implicit Bias training course and 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:

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 email scanned copies or mail hard copies (retain your originals) of the completed online receipt and your CE course completion certificates (including Implicit Bias) with your CPR certificate to the Board for approval before your registration can be issued. Email the documents to mdh.chiropractic@maryland.gov. You may also mail these documents to: MD Board of Chiropractic Examiners, Suite 301, 4201 Patterson Avenue, Baltimore, MD 21215-2299. Attention: Chiropractic Licensing Unit Manager.

CEU Exemption: If your registration was issued on or after April 1, 2022 with an expiration date of March 31, 2023, you are exemption from CEUs. You must possess a valid CPR certification at the Provider Level, and **complete the Implicit Bias training.**

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 delinquency 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](#).

2023-2025 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 your entry. **Note:** You may obtain your registration number which is located in the box next to the expiration date on your current Board-issued registration OR you may obtain your registration number from the [verification link](#) in the left menu of the Board homepage on the website.
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 EMAILED or 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 between the date of your last renewal (no later than June 30, 2021) and the date you are renewing your registration in 2023. You must 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.

You are required to attest that you have completed the Implicit Bias training.

- 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 410-764-4738 or 410-764-4726 with general questions on the renewal program or for direction and guidance.

Registration issuance questions may be addressed to Mae Mgbaja, Licensing Coordinator at mae.mgbaja1@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.

