

## **2012 RENEWAL INFORMATION AND INSTRUCTIONS FOR RESPIRATORY CARE PRACTITIONERS**

**License renewal will begin on April 5, 2012.** In order to maintain an active Maryland license, licensees are required to submit a renewal application and renewal fee of \$176.00 to the Board by May 30, 2012.

All licensees will be required to file their renewal application electronically (online) on the Board's website ([www.mbp.state.md.us](http://www.mbp.state.md.us)). You will not be able to file a paper application or request an application form be mailed to you. **Your renewal application must be filed online.** You can access the online application system from our website 24 hours day/7 days a week starting April 5. The online system will not be available after May 30. [https://www.mbp.state.md.us/mbp\\_ah/index.aspx](https://www.mbp.state.md.us/mbp_ah/index.aspx).

There are three payment options for online renewal. You will have the option of paying the renewal fee by credit card (Visa or Mastercard only); sending a check (or money order) from you; or a third-party payer (e.g., your employer) to the Board. If you elect to pay the renewal fee by credit card, your license is not renewed until after the Board processes the online application. Our website will reflect your new expiration date 2 business days **after** processing. If you choose to pay by check, your license is not renewed until payment is received and processed by the Board. At the end of the application, you will be directed to print a receipt to mail along with your payment to the Board. Please do not send any checks without a receipt. Payment must be postmarked on or before May 30, 2012. Payment will not be accepted in person at the Board office. Credit card payments are only accepted online.

### **Continuing Education (C.E.):**

To satisfy the continuing education requirement practitioners must certify they have:

- Earned at least 16 hours of approved continuing education during the 2 year period immediately preceding license renewal.
- The C.E. requirement is satisfied if this is your first renewal after initial licensure or reinstatement.

Note: *Do not send C.E. documents into the Board; retain documentation in your personal records for 6 years. C.E. documentation may be requested at a later date as part of the Board's audit process.*

### **To login and complete the renewal application, you will need:**

- Your Maryland license number.
- Last 4 digits of your social security number.
- A Mastercard or Visa credit card (debit cards are not accepted) if selecting the credit card option.

### **You cannot access the online application if:**

- Your license is already expired (proceed back to the main page, click on Download Forms to obtain a reinstatement application).
- We do not have your SSN in our database.
- You have an unresolved tax liability issue with the Comptroller's office of Maryland.

**You cannot submit a name change in the online application.** If you wish to change the name on your license, you must file an Allied Health name change application *separately* and follow the instructions. Proceed back to the main page, click on Download Forms.

Renew Early! Failure to renew by the May 30 deadline will result in termination of your license to practice in Maryland. Practitioners who fail to renew by the expiration date must apply for reinstatement of their license.

*For additional information about continuing education or any other information concerning respiratory care practitioner licensing, proceed back to our main page, select your practitioner link and click on Laws and Regulations or Frequently Asked Questions.*