

## 2012 RENEWAL APPLICATION INSTRUCTIONS AND INFORMATION FOR PHYSICIANS

All physicians licensed in the State of Maryland must submit an application for renewal and pay the renewal fee to the Department of Health and Mental Hygiene, Board of Physicians (Board) to maintain an active license to practice medicine. Medical licenses of physicians with the last name beginning with the letters "A" through "L" expire on September 30, 2012. **The Physician license renewal period will be July 16, 2012 through September 30, 2012.** Beginning July 16, 2012, the online application for renewal can be accessed 7 days per week, 24 hours per day. All licensees are required to file their application for renewal online, via the Board's website at [https://www.mbp.state.md.us/mbp\\_al\\_2012/index.aspx](https://www.mbp.state.md.us/mbp_al_2012/index.aspx). Paper applications are not available. For licensees without Internet access, you may come to the Board Headquarters' (by appointment only) located at 4201 Patterson Ave., Baltimore, Maryland 21215 to complete your application for renewal. To schedule an appointment to complete your application for renewal at the Board's headquarters, please call (410) 764 – 4705.

**Due to heavy call volumes, we will be limiting the hours that our renewal and licensing analysts will be able to accept phone calls. Phone calls and appointments will only be accepted on Monday, Wednesdays and Fridays, between the hours of 8:00 a.m. - 4:00 p.m. and no phone calls or appointments on Tuesdays and Thursdays. We will establish dedicated email accounts for your questions.**

### **Continuing Medical Education (CME) Requirement:**

Code of Maryland Regulations (10.32.01.09) requires physicians applying for license renewal to have earned a minimum of 50 Category I continuing medical education (CME) credits within a two (2) year period immediately preceding the submission of the application for renewal. The submission of your application for renewal will serve as your certification that you have met this requirement. Additionally, the CME requirement is considered to have been met if the licensee:

- Is applying for their first license renewal after initial licensure or reinstatement.

Do not send CME documents to the Board. Retain all CME related documentation for six (6) years. It may be requested as a part of the Board's audit process at a later date.

The fee for license renewals before September 30, 2012 is **\$514.00**. Payments may be made with MasterCard, Visa, personal check, money order, or via a third party (e.g. employer). Only credit card payments are accepted online. Debit cards are not accepted. The Board's website will reflect the updated license expiration date, two (2) business days after processing if the fee is paid via credit card. Checks or money orders must be made payable to the Maryland Board of Physicians. If you choose to pay via personal check or money order, your license is not renewed until payment is received by the Board. After submitting your application for renewal, you will be directed to print a receipt to mail along with your payment to the Board. Allow up to seven (7) days for the Board to receive your payment. Payments must be postmarked on or before September 30, 2012. No payments are accepted in person at the Board's headquarters.

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

- Your active Maryland license number;
- The last 4 digits of your Social Security Number;
- Your employer Tax ID number;
- NPI number, if applicable, and
- Worker's Compensation Coverage information, if applicable.
- To have completed the New Physician Orientation (NPO) program if this is your first renewal after initial licensure.

Name change requests must be filed separately. Return to the main page, click on Download Forms to obtain a Name Change Application.

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

- Your license is expired (return to the main page to obtain the application for reinstatement ), and/or
- There is an unresolved tax liability(s) with the Maryland Comptroller's Office  
For detailed information or questions related to outstanding tax obligation(s), contact the Maryland Comptroller's Office at (410) 974 – 2432 or 1 (800) 674 – 0016.

**The LATE license renewal period is October 1, 2012 through November 30, 2012.** The fee for late renewals is \$614.00 (514.00 renewal and \$100.00 late fee). All licenses not renewed by September 30, 2012 will automatically expire. Licenses will not be re-activated until the application for renewal has been processed by the Board **and** the payment has been processed. After the late period, physicians will be required to file an application for reinstatement and pay the applicable fees to practice medicine in the State of Maryland.

