



Alabama State Board of Chiropractic Examiners

Special Renewal Issue 2019

All licenses and permits must be renewed by midnight September 30, 2019 to avoid late fees.

This issue contains important information and answers many questions regarding the renewal process.

License Renewal
Renewal Deadline
September 30, 2019

Everyone Must Renew
This includes Licensees & Permit Holders
See Page 4

Online Renewal
Easy & Convenient
See Page 2

Renew on Time
October Late Fee \$100
November Late Fee \$200
December Late Fee \$300

License Renewal Fees
\$300 Active
\$150 Inactive

Continuing Education
You can now check your CE online.

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Don't forget!!



Online Renewal opens August 15!

Renew Online!!

★ **Attention :** There is a two (2) business days after submitting your documentation to the Board before you go online to renew your license. (This allows time for the information to update the online system.) You will not be permitted to log in to the online renewal until your continuing education, and business license have been received in the Board office and updated in the system.

You must go online to renew. It is quick, painless, efficient and paperless.

Upon completion, you will receive a confirmation
★ that you should print for your files and keep to show that you have paid your fee.

Please be sure to list all states that you are licensed in even if expired.

Permit holders follow these steps for renewal.

- ★ Go to the Board's Web site at www.chiro.alabama.gov and select the button labeled Online Services.
- ★ On the page "Online Services" you will see a list of online services. Click on **Facility Permit Renewal Application**.
- ★ On the new page select Permit Renewal.
- ★ You will be taken to a login screen where you can access your record. Enter the information requested. You will not be permitted to log in to the online renewal until your continuing education has been received in the Board office and updated in the system.
- ★ Once logged into your record you will review several screens of information that you will verify for accuracy and edit as needed. After the information on each page has been confirmed or changed you will click any "Next" button needed to go to the next page.
- ★ After you enter the required information, you will see a page with payment options. You will then enter your payment information. Upon submission of payment, there will be a confirmation page that you should print and keep as your receipt of payment.

The Board doesn't mail Renewal Permits. Please wait 7 business days then log back in to the same website and click Print Permit to print your new permit. Be sure you save a copy in case you need it.

If the Board office does not have the required renewal documentation you **will not** be allowed to complete the online application.

Licensees follow these steps for renewal.

- ★ Go to the Board's Web site at www.chiro.alabama.gov and select the button labeled Online Services. On the "Online Services" page you will see a list of online services. Click on **License Renewal**.
- ★ You will be taken to a login screen where you can access your record. Enter the information requested. You will not be permitted to log in to the online renewal until your continuing education and business license have been received in the Board office and updated in the system.
- ★ Once logged into your record you will review several screens of information that you will verify for accuracy and edit as needed. After the information on each page has been confirmed or changed you will click any "Next" button needed to advance to the next page.
- ★ After you enter all the required information, you will see a page with payment options. You will enter your payment information.

The Board doesn't mail Renewal Cards. Please wait 7 business days then log back in on the same website and click Print Renewal Card to print your card. Be sure you save a copy in case you need it in the future.

Acceptable forms of payment:

*Visa
*MasterCard
*Discover

Licenses and Permits to Be Renewed

ALL licenses and permits must be renewed. If you hold or are responsible for one of these, renew it before October 1, 2019, to avoid additional penalties. The following must be renewed if you want to continue to practice in Alabama:



■ ACTIVE LICENSES

■ INACTIVE LICENSES

(*living and practicing in a state other than Alabama*)

■ RETIRED

(not practicing in any state)

■ NON LICENSED CLINIC PERMITS

(required if any part of clinic is owned by someone other than a DC)

Renewal Fees

If Completed by

September 30, 2019

Completed means paid online by midnight on September 30, 2019, and all required documents, etc. are in to the Board office before 3pm on **September 26**.

Active	\$300
Inactive (out of state only).....	\$150
Retired (not practicing in any state)...\$150	
Non-licensed Clinic	\$300



If completed on or after

October 1, 2019

Late Fees

October	\$100
November	\$200
December	\$300

The following fees are charged by Alabama Interactive to process online transactions.

**Active \$300 + \$9 Total
\$309.00**

**Inactive & Retired \$150 +
\$4.50 Total \$154.50**

Renewal Is Easy

Renewing Active License

- Section 136 Business License which expires September 30, 2019
- + 18 hours of Alabama Board approved Continuing Education (2 or 4 of these must be in AL Law)
 - + \$300 Renewal Fee paid by September 30
 - = A renewed current **Active license** effective October 1, 2019

Renewing Retired License

- Voluntary Retirement Affidavit on file or submit one prior to renewal
- + \$150 Renewal Fee paid by September 30
 - = A renewed current **Retired license** effective October 1, 2019

Renewing Inactive License

- Section 136 Business License which expires September 30, 2019
- + 18 hours of Continuing Education (16 approved by the state in which you currently practice and 2 or 4 in AL Law)
 - + \$150 Renewal Fee paid by September 30
 - = A renewed current **Inactive license** effective October 1, 2019

Renewing Clinic Permit

- 2 hours of Alabama Law
- + \$300 Renewal Fee paid by September 30
 - = A renewed current **Clinic Permit** effective October 1, 2019

Printing Renewed License/Permit

Renewed licenses are available for printing 7 days after the renewal has been completed. Please visit the Home page and click on the [Online Services Tab](#) then on [Print Renewal Card](#) and enter your license number and last 4 numbers of your Social Security Number. You will then be allowed to print your renewal card. You may print the card and save the PDF file to your computer for later printing or emailing. **Note: The best browsers for printing are Google or Firefox.**

Renewed permits are available for printing 7 days after the renewal has been completed as well. Please visit the Home page and click on the [Online Services Tab](#) then on [Print Permit](#) you will then enter the permit number and the last 4 numbers of the Social Security Number of the primary owner of the clinic. You will then be allowed to print your renewal permit. You may print the permit and save the PDF file to your computer for later printing. Please be sure the permit is displayed in the office.

Continuing Education Requirements

Total CE needed

Active

18 hours of Alabama Board approved Continuing Education (2 or 4 of these must be in Alabama Law)

Inactive

18 hours of Continuing Education (16 approved by the state in which you currently practice and 2 or 4 in Alabama Law)

Retired

Q: How can I find out where courses are being offered?

A: There is a Seminar Search on the Board's website located in the *Online Services* section under *Other Services*. This feature allows licensees to search for courses using any of the following criteria: date, location, seminar name, and school/association.

Q&A

Q: In what time frame must courses be taken to count toward renewal for the 2019-20 Renewal?

A: Courses must be taken between October 1, 2018 and September 30, 2019 if the license is renewed prior to October 1, 2019.

Q: How do I know how many CE hours I have taken

A: All licensees can check their CE credit by visiting the Online Services section of the Board's website and selecting the link entitled *Check Continuing Education Hours on File*

Q: If I took 18 hours of CE during this current license period to reinstate my license will those hours take care of my renewal for the 2019-20 Renewal?

A: No. If hours were taken to reinstate a license during this license period an additional 18 hours must be taken to renew that license.

Q: What if I took courses in another state?

A: If you live and practice in another state you may use hours that the Board in that state approves for renewal. Of course, if you take a course in another state that is listed on our website as approved and the location and date of the seminar you took is listed those hours may be used for renewal as well.

Reminders for 2019-20 Renewal

For the 2019-20 renewal period all documents required for renewal must be in the Board office 48 hours (2 work days) prior to accessing the online renewal application.

You will not be able to login and complete the application unless the system can verify the Board office has your 18 hours of continuing education including 2 hours in Alabama Law (4 hours AL Law for new licensees), and the correct business license is on file.

For the 2019-20 Renewal Period the correct business license will be the license which expires 9/30/2019. (See sample below.)

Please remember that seminars are not retroactively approved. Be sure to verify that the (6) six digit Alabama approval number has been assigned to the seminar prior to registering for the seminar or you will not be able use it for renewal.

If you have any questions, please contact the Board office.

STATE OF ALABAMA

CONTROL NUMBER

ACCOUNT NUMBER

ISSUED TO:

County
BALDWIN

LICENSE NO.

LICENSE YEAR
2018-2019

Your name must be shown here.

14 : 6 XMADEC

DATE ISSUED

10 3 18

MO DAY YR

License year must be 2018-19.

LICENSE TYPE	
STORE LICENSE	
CHAIN STORE LICENSE	
OCCUPATIONAL LICENSE	X

BUSINESS LOCATION

10 3 2018

EXPIRES

September 30, 2019

EX **Expiration 2019**

SECTION	BUSINESS TYPE	LICENSE AMOUNT	FEES	PENALTY	CITATION	INTEREST	TOTAL
136	CHIROPRACTOR	20.00	1.00				21.00

SAMPLE

Section must be 136.

TRANSFER OF LICENSE

Customer has been issued a license for the place of business listed below. If this license is transferred to another location, this license is transferred to said purchaser.

Thomas White, Jr.

Re: Operator

Julie P. Magee

Re: Operator

TOTAL 21.00

MAIL FEE

TOTAL WITH MAIL FEE 21.00

Check Your Continuing Ed Credits on the Website

- On the [Board's Home Page](http://www.chiro.alabama.gov) (www.chiro.alabama.gov) click on '[Online Services](#)'
- Then click '[License Renewal](#)' and log in with your license number and last 4 of your social security number. You will then see a list of the CCE the Board has on file. Please fax any other certificates to 205-755-0081 or email to ashley.stewart@chiro.alabama.gov. If we have all of your CCE on file you are ready to complete the renewal. You will not be allowed to start the online renewal application unless all documentation required is on file. Note: When you submit hours they will not be reflected on the website on the same day. If you attempt to log in to renew the system will notify you of hours and other documentation still needed.
- Once you are able to login and complete the renewal and pay please do not send any hours or business license to the board. Also if you fax information do not email the same information as this slows the process. There is no need call to be sure we received the information just wait 2 days and try to log in to re-

Office Address Required

The Board has a new policy which requires a licensee who is suspended to submit their business license and required continuing education prior to September 30th in order to avoid renewal late fees and penalties if / when the suspension is lifted.

General Reminder for all Renewals

All licenses and permits must be renewed by September 30, 2019. We do not send an email with the hours we have on file for you. You may check these hours on our website. If you have submitted hours more than 2 days prior that are not listed please call the Board office.

Please have all your documentation in to the Board office by Monday, September 26 at 3 PM to allow time for all information to be entered into the system so it will allow you to log in on September 30 to renew without accruing late fees.

2019 Board Election

This year the following seats are up for election

- ◆ District 1
- ◆ District 7
- ◆ District 4 special election

Districts are always based on your residence address, just as in any state election, not your office address.

- ◆ Qualification letters should be mailed from the Board Office the first of August. Please be sure to watch for the letter if you are interested in running for one of these Board seats. The candidate requirements will be listed in the letter.
- ◆ The deadline for candidate qualification forms to be received in the Board Office is August 30, 2019.
- ◆ Ballots and instructions will be mailed to the mailing address we have on file in early November.
- ◆ Please be sure you follow all instructions to be sure your vote will count.
- ◆ The instructions will also include the deadline for return to the CPA (do not return to the Board office).

Disciplinary Questions

Please pay special attention to the Disciplinary Questions on the Renewal Applications. They are prefaced with "Since your last renewal..." therefore you are no longer required to report past issues as long as they have been reported prior. Be sure you are always careful when answering these questions as any incorrect answer could result in disciplinary action by the Board for false or fraudulent answers.

Issue With Required AL Law Hours

When checking the number of hours still required for your renewal please be aware there is a small glitch with the system. Until you have completed your law hours the system will multiply the number of Alabama Law hours needed by the number of courses you have taken. We are working on this issue and hope to have it corrected soon.

ASBCE

126 Chilton Place
Clanton, AL 35045

• • • • •
Sheila Bolton
Executive Director (ext.222)

Administrative Assistants
Amy Deavers (ext. 226)
Ashley Stewart (ext. 221)

Wellness Hotline
(ext. 223)

Phone
(800) 949-5838
(205) 755-8000

Fax (205) 755-0081

Renew Online
www.chiro.alabama.gov

SPECIAL RENEWAL ISSUE
Renewal Document Deadline
September 26, 2019 3PM
Payment and Application Deadline:
September 30, 2019

You must go online to renew your license and/or permit. It is quick, painless, efficient, and paperless. Upon completion, you will receive a confirmation that you need to print for your files. You will also receive an email confirmation if you list an email in the application.

To avoid a late penalty, you must renew prior to the last day of September. If you procrastinate until the last day there can be a lot of users trying to log on to renew which may cause the system to be slow. Since the Board's telephone hours are from 8:00 a.m. to 4:00 p.m. there may be no staff available to assist you should you encounter a problem.

Note: There is no weekend support of the online system.

DEADLINE

**Remember when renewing online
you must fax or email any needed
documentation 2 business days
prior to logging in online,
complete the online application
and payment by midnight on
September 30, 2019 to avoid the
late penalty. Do not depend on
your computer clock if you are
renewing close to midnight.**

Completed my online
renewal application. Now to
remember to log back in after
7 days to print my renewal
card then I will be finished
until next year!

