



ASBOCE



Special Renewal Issue 2016

All licenses and permits must be renewed by midnight September 30, 2016 to avoid late fees.

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

**License Renewal
Renewal Deadline
September 30, 2016**

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
\$150 Retired

Continuing Education
You can now check your CE online.
See Page 6

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Don't forget!!



Online Renewal opens August 15!

Renew Online!!

★ **Attention :** Please allow 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 this year until your continuing education, and business have been received in the Board office and uploaded to the system.

- ★ You must go online to renew. It is quick, painless, efficient and paperless.
- ★ Upon completion, you will receive a confirmation that you can print for your files and be assured that you have paid your fee.

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

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 uploaded to the system.
- ★ Once logged into your record you will go through 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 no longer mails Renewal Cards. Please wait 7 business days then log back in on the same website and click Print Renewal Card to print your card.

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 uploaded to the system.
- ★ Once logged into your record you will go through 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 no longer mails Renewal Permits. Please wait 7 business days then log back in to the same website and click Print Permit to print your renewal permit.

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

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 the following licenses, renew it **before October 1, 2016**, to avoid additional penalties. The following must be renewed if you want to continue to practice in Alabama:



- **ACTIVE LICENSES**
- **INACTIVE LICENSES**
(practicing in a state other than Alabama)
- **RETIRED**
(not practicing in any state)
- **NON LICENSED CLINIC PERMITS**
(required if any part of clinic is

Renewal Fees

If completed by

September 30, 2016

(Completed means paid online by midnight on September 30, 2016, and all required documents, etc. are in to the Board office before 3pm on September 28.)

- 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, 2016

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*

Who must RENEW?

Active License

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

*Must have Section 136 Business License which expires September 30, 2016
*\$300 Renewal Fee

*Must complete renewal by September 30 to avoid late fee

Inactive License

*Cannot live or practice in Alabama

*Must have a total of 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

*Must complete renewal by September 30 to avoid late fee

Retired License

*Does not require any hours

*Must have a Certificate of Retirement on file or submit one prior to renewal

*\$150 Renewal Fee

*Must complete renewal by September 30 to avoid late fee

Clinic Permits

*Owner must have 2 hours of Alabama Law

*\$300 Renewal Fee

*Must complete renewal by September 30 to avoid late fee

Reminders for 2016-17 Renewal

For the 2016-17 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 AL Law (4 hours AL Law for new licensees), and the correct business license on file.

For the 2016-17 Renewal Period the correct business license will be the license which expires 9/30/2016. (See sample below.)

Please remember that seminars are not retroactively approved. Be sure to verify that there is a (6) six digit Alabama approval number assigned to the seminar prior to registering for the seminar you are planning to use for renewal.

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

STATE OF ALABAMA

CONTROL NUMBER _____ LICENSE NO. _____

ACCOUNT NUMBER _____ County **BALDWIN**

ISSUED TO: _____ 14 : 6 **KMAQDEC**

LICENSE YEAR *Your name must be shown here.* **DATE ISSUED**

2015-2016 **10 3 15**

License year must be 2015-16. **MO DAY YR**

LICENSE TYPE **BUSINESS LOCATION** **10 3 2015**

STORE LICENSE _____ **EXPIRES**

CHAIN STORE LICENSE _____ **September 30, 2016**

OCCUPATIONAL LICENSE **FX** **Expiration 2016**

SECTION	BUSINESS TYPE	LICENSE AMOUNT	FEE	PENALTY	CITATION	INTEREST	TOTAL	
136	CHIROPRACTOR	20.00	1.00				21.00	
TRANSFER OF LICENSE							TOTAL	21.00
Endorser having been notified hereto me that a bona fide sale of the business licensed by this certificate has been made by licensee, this license is transferred to said purchaser.							MAIL FEE	
Name of Purchaser							TOTAL WITH MAIL FEE	21.00
Name of Endorser _____ Thomas White, Jr. _____ Julie P. Magee _____ TIM RUSSELL								

Section must be 136.

SAMPLE

Available on the Website

- ★ **Two Great features on the website. You may now check to see how many hours we have on file for you for the current renewal year and search for upcoming seminars approved by the Board.**
- ★ **To verify the hours the Board has on file, on the Home Page click on 'Online Services' then on '[License Renewal](#)' and enter your license number and the last 4 of your social security number to log in. If you do not have the required number of hours for renewal the seminars we have on file for you will be reflected there. If you attended seminars that are not reflected please fax the certificate to 205-755-0081 or email to ashley.stewart@chiro.alabama.gov. If you have all of your hours on file you will be allowed to complete the renewal. You will not be allowed to start the online renewal unless all documentation required is on file.
Note: When you submit hours they will not be reflected here on the same day. If you attempt to log in to renew the system will notify you of hours and other documentation still needed.**
- ★ **To search for upcoming seminars approved by the Board on the Home Page click on 'Seminar Search' then enter a seminar name or partial seminar name or enter the sponsor of the seminar you are searching for and click 'Search'. You may also just click 'Search' for an entire list of Board approved seminars.**

Office Address Required

When renewing to Active an office name and address is required. If you are not currently practicing please enter "Not Practicing" in the clinic name field and enter NA in the other fields associated with the clinic information.

General Reminder for all Renewals

All licenses and permits must be renewed by September 30, 2016. We will not send an email with the hours we have on file for you. You may now check these hours on our website. If you have hours that are not listed please call the Board office.

Please have all your documentation in to the Board office by Monday, September 28 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.

ASBCE

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Clanton, AL 35045

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Administrative Assistants
Amy Deavers (ext. 226)
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Renew Online
www.chiro.alabama.gov

SPECIAL RENEWAL ISSUE **Renewal Document Deadline** **September 28, 2016 3PM**

Payment and Application Deadline:
September 30, 2016

You must go online to renew your license. It is quick, painless, efficient, and paperless. Upon completion, you will receive a confirmation that you may 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, 2016 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!

