

# ASBCE

Renewal Issue 2013



# Update

## SPECIAL RENEWAL ISSUE!

See inside for complete details on all Renewal Requirements and Procedures, Online Renewals, License Fees, CE Requirements AND MORE



# RENEW ONLINE!

**BEGINNING AUGUST 15TH**

[www.chiro.alabama.gov](http://www.chiro.alabama.gov)

\*Visa \*MasterCard

\*Discover

### IN THIS ISSUE

RENEW ONLINE .....	2
RENEW BY MAIL.....	3
RENEWAL FEES.....	3
RENEWAL DEADLINES.....	3
LICENSES TO BE RENEWED .....	3
EDUCATION CORNER:	
HOW WELL DO YOU KNOW THE AL RULES & REGULATIONS? .....	4
Q'S & A'S .....	5
RENEWAL REQUIREMENTS FOR OUT OF STATE LICENSEES.....	5
CONTINUING EDUCATION REQUIREMENTS FOR 2013 LICENSE RENEWAL.....	6
THE RETIRED EXEMPTION FOR CE CREDIT .....	6
NEW THIS YEAR.....	7

# RENEW **ONLINE**

You must go online to renew. It is quick, 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. **Attention licensees:** Please allow **two (2) business** days after verifying (with Debra) that your CE hours and Business License have been entered in the Board database before you go online to renew your license. (This allows time for the information to update the online system.)



## **FOLLOW THESE EASY STEPS FOR LICENSEES**

- Go to the Board's Web site at [www.chiro.alabama.gov](http://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.
- 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.
- There will be a notice telling you if you need to fax hours or your business license to the Board. If you get this notice send to Debra ASAP.
- 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.

## **FOLLOW THESE EASY STEPS FOR CLINICS**

- Go to the Board's Web site at [www.chiro.alabama.gov](http://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.
- 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.

# RENEW BY PHONE

If you cannot renew online you must call the Board office for assistance with your renewal. **Note:** If you have email then you can renew online.

▪ Please note that renewing by phone may take up to 2 weeks to receive your printed renewal card.

▪ A late fee will be imposed if you renew after the expiration date.

## PAYING BY PHONE USES EITHER:

- Cashier's Check
- Money Order
- Credit Card



# RENEWAL FEES

If completed by **September 30, 2013**



(Completed means paid online by midnight on September 30, 2013, and all approved CCE and a copy of your business license are in to the Board office before September 30.)

- Active .....\$300
- Inactive (out of state only).....\$150
- Retired (not practicing in any state) ...\$150
- Non-licensed Clinic .....\$ 75

If completed on or after

**October 1, 2013**

(Completed means paid online after midnight of September 30, 2013, and/or paperwork received in Board office on or after October 1, 2013.)

### Late Fees

- October .....\$ 50
- November .....\$100
- December ..... \$250

# RENEWAL DEADLINES

FOR 2013-14 LICENSES & PERMITS

- September 30, 2013 – the last day to **complete** your renewal without penalty
- September 30, 2013 – the last day to renew in order to have license issued to Active status on October 1, 2013
- October 1, 2013 - add \$50 penalty fee
- November 1, 2013 - add \$100 penalty fee
- December 1, 2013-add \$250 penalty fee
  - January 1, 2014 – 2012-2013 licenses /permits expire. If not renewed for 2013-14, you are forfeit (lapsed) by operation of law and you may not engage in chiropractic activities that require a license or permit.



## 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, 2013, 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 AL)
- **RETIRED**  
(not practicing in any state)
- **NON LICENSED CLINIC PERMITS**  
(required if any part of clinic is owned by someone other than a DC)

*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*

# How well do you know the AL Rules & Regulations?

**1. What is the Continuing Education Requirement for Active DC license renewal?**

- a. 24 hours total each renewal period
- b. 18 hours total each renewal period
- c. 36 hours total every other year
- d. 12 hours total each renewal period

**2. Which of the following is a mandatory course for license renewal?**

- a. Alabama Law
- b. Risk Management
- c. Ethics
- d. Record Keeping

**3. You are required to keep accurate written patient records for \_\_\_\_ years.**

- a. 3 years
- b. 5 years
- c. 7 years
- d. indefinitely

**4. When does your license lapse requiring you to reapply for reinstatement before practicing?**

- a. July 31
- b. September 30
- c. December 31
- d. August 15

**5. If your clinic has a non licensed owner who owns less than 10% interest in your clinic, are you required to obtain a Non Licensed Clinic Permit?**

- a. yes
- b. no

**6. Who is responsible for the content of all your advertisements?**

- a. Me, the DC
- b. The office manager
- c. The place where the ad was purchased
- d. All of the above

**7. What treatment dollar amount is covered by the Trust Accounting Rule?**

- a. over \$300
- b. over \$500
- c. over \$1,000
- d. over \$2,000

**8. Within \_\_\_\_ days you must notify the Board's Executive Director of a change of all addresses.**

- a. 10
- b. 15
- c. 30
- d. 45

**9. What is the fee for a replacement license?**

- a. \$25
- b. \$50
- c. \$150
- d. \$300

**10. When a licensee retires, terminates employment or otherwise leaves a chiropractic practice, who is responsible for ensuring that active patients receive reasonable notification and are given the opportunity to arrange for the transfer of their patient records?**

- a. The office manager
- b. The owner of the clinic
- c. Me, the DC
- d. The custodian of records

**You're finished. Go to page 6 for the answers and your score.**

# Q's & A's

**Q:** In what time frame do courses have to be taken to count toward the 2013-2014 renewal?

**A:** Courses taken

between October 1, 2012 and September 30, 2013, are acceptable for meeting renewal requirements in 2013.

[License Law Section 34-24-165 (a)]

**Q:** How do I know how many CCE hours I have taken?

**A:** All licensees should check their CCE by calling Debra Darnell at the Board Office (800-949-5838 ext. 221)

**Q:** How can I find out what courses are approved by the Board?

**A:** Read the July 2013 newsletter on our Web site located under the Newsletter link on the home page.

**Q:** If I am a new licensee and graduated less than 12 months ago, do I have to take courses for renewal?

**A:** Yes & No. If a licensee's graduation date is within 12 months of the license issue date you only have to obtain 4 AL Law hours the first year. All other new licensees must obtain the entire 18 hours.

[License Rule 190-X-2-.11(2)(b)]

**Q:** If I took 36 hours of CCE during this current license period to renew my license, will those hours take care of my renewal for the next period?

**A:** No. For hours to apply to the 2014-2015 renewal year they must be taken between October 1, 2013 and September 30, 2014.

**Q:** What if I took some courses in another state?

**A:** Courses taken by a DC (practicing in Alabama) in another state may be used to satisfy the requirement of hours of CCE. If you have taken courses in another state since October 1, 2012, or are planning on taking courses in another state prior to September 30, 2013, you must submit the following documentation to the Board in order to receive credit:

1. Approval number showing that the course is approved by the Alabama Board.
2. Verification of the number of hours for which it is approved.
3. Verification that you attended 100 percent of the course. [License Rule 190-X-2-.11] ]
4. See out of state requirements.

## RENEWAL REQUIREMENTS FOR

# OUT OF STATE LICENSEES

Licensees who practice in another state have options from which to choose to satisfy continuing education requirements for license renewal.

### Option 1

Take 18 hours of Alabama-approved CE, including 2 hours of Alabama Law. The elective hours can be taken out-of-state as long as you provide verification of the dates you attended the course, the course approval number of the Alabama Board, and the number of hours for which it was approved.

### Option 2

Submit verification of attendance in the state where the licensee actually practices. The certification of attendance or letter must show:

1. License #
2. Approval # by your State Board of CCE.

Note: You must also obtain 2 hours in AL Law.



# License Renewal Information:

- All licenses expire at midnight on September 30, 2013.
- Active, Retired, and Inactive licenses must be renewed to be 2013-14 Current.
- Renew online at [www.chiro.alabama.gov](http://www.chiro.alabama.gov)

## ▪ Renewal fees are as follow:

- DC Active License \$300 •Retired/Inactive \$150  
Non-licensed Clinic Owner \$75
- All licenses must be renewed, including the Non-Licensed Clinic Owner Permit.
- Renewal fees received October 1, 2013 through December 31, 2013, will be subject to late fees to be paid in addition to the renewal fee.

## ▪ Late renewal fees are as follow:

- October \$50 •November \$100 •December \$250

## ▪ Acceptable forms of payment:

- Online: Visa, MasterCard, Discover
- Transaction Fees: \$9.00 Active Renewal  
\$4.50 Inactive or Retired

## CONTINUING EDUCATION REQUIREMENTS FOR 2013-14 LICENSE RENEWAL

### Basic Information:

- Total CE needed:
  - DC 18 hours
  - Non-licensed Clinic Owners 2 AL law  
License Law Section 34-24-165(a)  
License Rule 190-X-2-.11  
190-X-2-.17(8)
- Deadline: September 30, 2013  
License Law Section 34-24-165
- Courses to take:
  - 2-4 hours in AL Chiropractic Law
  - 16 hours in approved elective courses  
License Rule 190-X-2-.11  
190-X-2-.17(8)

### Answers to License Law Quiz

1)b	6)a	Grading Scale
2)a	7)b	100 Excellent
3)b	8)b	80 Good
4)c	9)b	70 Not so hot
5)a	10)c	Below 70 You might want to read up on Alabama Law

# RETIRED LICENSEES ARE EXEMPT FROM CCE CREDIT

**C**onfusion still exists regarding exemption from CCE requirements. Many licensees think that the exemption applies as soon as they stop practicing. This is not true. As stated in Section 34-24-165(c) retired licensees are excused. Rule 190-X-2-.14 provides that “retired” licensees are exempt from meeting continuing education requirements only if they have a Retired license.

There are 2 requirements.

1. You must have a “Voluntary Retirement Affidavit” on file in the Board office  
**AND**
2. You must maintain a current “Retired License” status & renew each year to the Retired status.

Licensees must meet both of these requirements in order to be exempt from continuing education requirements. If you are exempt from taking continuing education, you will use a “-R” behind your license number when you log in through Online Services on the Board’s Web site. Otherwise, 18 hours of continuing education must be completed by September 30, 2013, to have your license renewed to active status as of October 1, 2013.

*Note: The affidavit is on the “Forms” page of our*

**ASBCE**

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*OUR MISSION*

*To regulate and license doctors of chiropractic in order to protect the people of Alabama.*

*OUR VISION*

*To ensure the people of Alabama will receive professional, ethical and quality care in utilizing chiropractic services to maximize health benefits.*

*OUR VALUES*

*Excellence, integrity, communication and ethics.*

Gerald J. Collins, DC, President,  
Member District 6

R. Brian Wells DC, Vice – President, Member  
District 3

Gregory A. Kuhlmann, DC, Secretary /  
Treasurer, Member District 1

Jerry S. Kirby, DC, Member District 2  
Preceptor Director

Kenneth J. Randolph, DC, Member District 4

Larry H. Heaton, DC, Member District 5

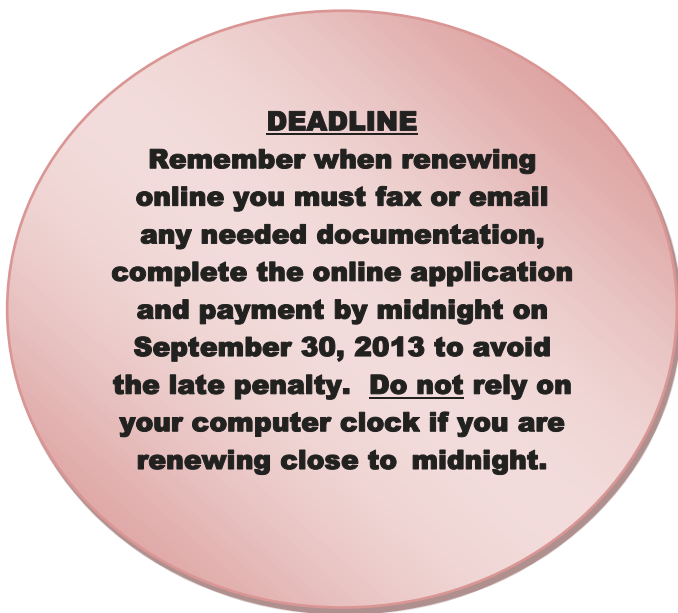
Peter E. Keen, DC, Member District 7

James O. Gordon, DC, Minority Member /  
Patricia Wilson, Consumer Member

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Legal Counsel

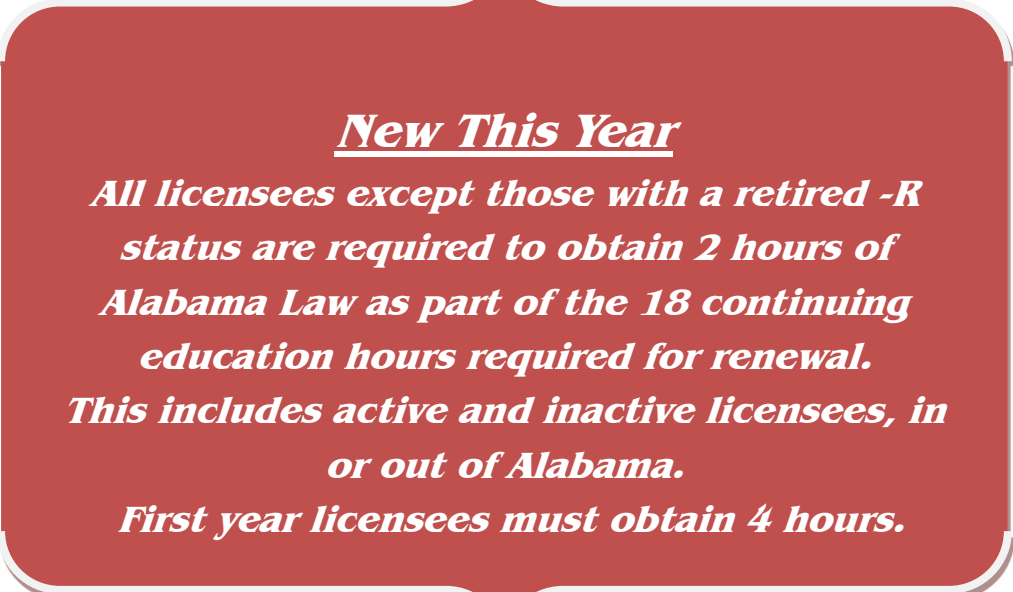
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**DEADLINE**

**Remember when renewing online you must fax or email any needed documentation, complete the online application and payment by midnight on September 30, 2013 to avoid the late penalty. Do not rely on your computer clock if you are renewing close to midnight.**



**New This Year**

***All licensees except those with a retired -R status are required to obtain 2 hours of Alabama Law as part of the 18 continuing education hours required for renewal. This includes active and inactive licensees, in or out of Alabama. First year licensees must obtain 4 hours.***

**SPECIAL RENEWAL ISSUE**

**Renewal Deadline:**

**September 30, 2013**

**You must go online to renew your license. It is quick, efficient, and paperless. Upon completion, you will receive a confirmation that you should print for your files. 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 will cause the system to be slow. Since the Board's telephone hours are from 8:00 a.m. to 4:00 p.m. there will be no staff available to assist you should you encounter a problem. Note: There is no weekend support of the online system.**