

# ASBCE

## Special Renewal Issue 2015

**All licenses and permits must be renewed by midnight September 30, 2015 to avoid late fees.**

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

**License Renewal  
Renewal Deadline  
September 30, 2015**

**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, business license and citizenship documents 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](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. You will not be permitted to log in to the online renewal this year until your continuing education, business license and citizenship documents 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](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. You will not be permitted to log in to the online renewal this year until your continuing education, business license and citizenship documents 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 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

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, 2015**, 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 owned by someone other than a DC)*

## Renewal Fees

If completed by

**September 30, 2015**

*(Completed means paid online by midnight on September 30, 2015, 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, 2015**

**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, 2015  
\*\$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 2015-16 Renewal

For the 2015-16 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), the correct business license on file and the required citizenship documents.**

For the 2015-16 Renewal Period the correct business license will be the license which expires 9/30/2015. (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: \_\_\_\_\_ ISSUED TO: \_\_\_\_\_ County: **HALLOWEN** 14: 6 RMAGDEC

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

**2014-2015** **10 3 14**

*License year must be 2014-15.* **MO DAY YR**

**LICENSE TYPE** **BUSINESS LOCATION** **EXPIRES**

STORE LICENSE \_\_\_\_\_ **10 3 2014**

CHAIN STORE LICENSE \_\_\_\_\_ **September 30, 2015**

OCCUPATIONAL LICENSE  **EX** **Expiration 2015**

| SECTION  | BUSINESS TYPE | LICENSE AMOUNT | FEE  | PENALTY | CHARGES | INTEREST | TOTAL               |       |
|--|---------------|----------------|------|---------|---------|----------|---------------------|-------|
| 136  | CHIROPRACTOR  | 20.00          | 1.00 |         |         |          | 21.00               |       |
| <b>TRANSFER OF LICENSE</b>   |               |                |      |         |         |          | TOTAL               | 21.00 |
| Licenses being transferred to licensee shall have the sale of the business licensed by the licensee for term made by licensee, and license is transferred to said purchaser. |               |                |      |         |         |          | MAIL FEE            |       |
| Name of Licensee: <b>Thomas White, Jr.</b><br>Name of Purchaser: <b>Julie P. Massey</b><br>Signature of Purchaser: <b>TIM RUSSELL</b>  |               |                |      |         |         |          | TOTAL WITH MAIL FEE | 21.00 |

**Section must be 136.**

**SAMPLE**

## Correction from July Newsletter

The July Newsletter contained information regarding carry over hours in excess of the 18 required. Due to an error in placing language in the bill draft you will not be able to carry over hours. We are working on having this corrected in the next Sunset Audit.

## 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
- ★ **'Licensee Continuing Education Search', then enter your license number and click 'Search'. You will then receive a list of seminars that have been submitted to the Board for you for the current renewal period. You may click on 'View Details' for each seminar to view dates attended and hours for the seminar. If you attended seminars that are not reflected please fax the certificate to 205-755-0081 or email to [debra.darnell@chiro.alabama.gov](mailto:debra.darnell@chiro.alabama.gov). Please check your hours prior to beginning of the renewal period which will begin August 15. Beginning with this year's 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.**

## General Reminder for all Renewals

**All licenses and permits must be renewed by September 30, 2015. 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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Fax (205) 755-0081

**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, 2015 to avoid the late penalty. Do not depend on your computer clock if you are renewing close to midnight.**

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

**SPECIAL RENEWAL ISSUE**  
**Renewal Document Deadline**  
**September 28, 2015 3PM**

**Payment and Application Deadline:**  
**September 30, 2015**

**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.**

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!

