



Alabama State Board of Chiropractic Examiners

Special Renewal Issue 2020

All licenses and permits must be renewed by midnight September 30, 2020

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

**License Renewal
Renewal Deadline
September 30, 2020**

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 :** There is a two (2) business day delay 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 able 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.

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

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 able 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 make changes as needed. After the information on each page has been confirmed or changed you will click any "Next" button 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 seven (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.

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 able 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 update as needed. After the information on each page has been confirmed or changed you will click any "Next" button 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.

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 either of these, renew it **before October 1, 2020**, 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, 2020**

Completed means all required documents, etc. are in to the Board of-
fice **before 3pm on September 28**
and paid online by midnight on Sep-
tember 30, 2020, .

- 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, 2020**

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, 2020**

- + 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, 2020

➔ Renewing Inactive License

Section 136 Business License
which expires **September 30, 2020**

- + 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, 2020

➔ 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, 2020

➔ Renewing Clinic Permit

2 hours of Alabama Law

- + \$300 Renewal Fee paid by September 30
- = A renewed current **Clinic Permit** effective October 1, 2020

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 you currently practice in and 2 or 4 in Alabama Law)

Retired

No hours required

Q&A

Q: In what time frame must courses be taken to count toward renewal for the 2020-21 Renewal?

A: Courses must be taken between October 1, 2019 and September 30, 2020 if the license is renewed prior to October 1, 2020.

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* under *Other Services*

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 one of the following criteria: date, location, seminar name, and school/association.

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 2020-21 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 state Board 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 also be used for renewal.

Reminders for 2020-21 Renewal

For the 2020-21 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 renewal application unless the system can verify the Board office has your 18 hours of continuing education including 2 hours in Alabama Law (4 hours of AL Law for new licensees) and the correct business license is on file.

For the 2020-21 Renewal Period, the correct business license will be the license which expires 9/30/2020. (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 _____ LICENSE NO. _____

ACCOUNT NUMBER _____ ISSUED TO: _____ County BALDWIN

LICENSE YEAR: **2019-2020** *Your name must be shown here.* DATE ISSUED: 10 3 19
MO DAY YR

License year must be 2019-20. BUSINESS LOCATION: 10 3 2019 EXPIRES: September 30, 2020
EX Expiration 2020

SECTION	BUSINESS TYPE	LICENSE AMOUNT	FEE	PENALTY	CHEATON	INTEREST	TOTAL
136	CHIROPRACTOR	20.00	1.00				21.00

Section must be 136. SAMPLE

TRANSFER OF LICENSE
Print name being transferred before me that is on file with the business licensed by this certificate has been made by license, this license is transferred to said purchaser.

Print Name Thomas White, Jr.
Signature of Buyer

Print Name Julie P. Magee
Signature of Buyer

Print Name TIM RUSSELL
Signature of Buyer

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 '[Online Services](#)'
- ✓ Then click '[License Renewal](#)' and log in using your license number and last 4 of your social security number. You will then see a list of the CCE hours the Board has on file. Please fax missing certificates to 205-755-0081 **or** email to:

wendy.brewer@chiro.alabama.gov

If we have all of your CCE on file, you are ready to complete the renewal. You will not be able to start the online renewal application unless all required documentation is on file.

Note: When you submit hours they will not be reflected on the website on that same day. If you attempt to log in to renew, the system will display hours and other documentation still needed.

- ✓ Once you are able to login, complete the renewal and pay your fees 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 to call to ensure we received the information—just wait 2 business days and log in to renew.

Office Address Required

Board policy 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, 2020. We will 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 business days prior that are not listed, please call the Board office.

Please have all documentation in to the Board office by Monday, September 28, 2020 at 3:00PM to allow time for the information to be entered into the system so you will be able to log in on September 30, 2020 to renew without accruing late fees.

2020 Board Election

This year the following seats are up for election

- ♦ District 4
- ♦ And appointment of consumer member

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

- ♦ Qualification letters were mailed from the Board Office the first week of August. Please be sure to watch for the letter if you are interested in running for one of these Board seats, as candidate requirements are listed in this letter.
- ♦ The deadline for candidate qualification forms to be received in the Board Office is September 4, 2020.
- ♦ Ballots and instructions will be mailed to your address on file in 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.

2020-21 Renewal hour changes

Based on the COVID 19 State of Emergency licensees can obtain all 18 CCE hours online. You must still complete renewal by 9/30/20 to avoid late fees.

Note: After you renew the CCE hours you take for next year goes back to the regular rule.

ASBCE

126 Chilton Place
Clanton, AL 35045

Sheila Bolton
Executive Director (ext.222)

Administrative Assistants
Amy Deavers (ext. 226)
Wendy Brewer (ext. 221)
Danyula Flowers (ext. 226)

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 28, 2020 3:00PM**

**Payment and Application Deadline:
September 30, 2020**

You must go online to renew your license and/or permit. It is 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 delay until the last day, there is potential that a large number of users will be renewing at the same time, which may cause the online system to be slow. Since the Board office 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

When renewing online:

- 1. Submit necessary documentation 2 business days prior to logging in.**
- 2. Complete the online application and payment by midnight on September 30, 2020 to avoid the late penalty.**

Do not depend on your computer clock, if you are renewing close to midnight!

I 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!

