



Special Renewal Points of Interest

- Renewal is Easy
- License and Permits to be Renewed
- Fee schedule
- Continuing Education Requirements

Renewal 2024-25

ALABAMA STATE BOARD OF CHIROPRACTIC EXAMINERS

Special Renewal Issue 24/25

Continuing Education Guidelines

Continuing education must be offered by a Board of Chiropractic Examiners (Board)-approved provider and approved by the Board.

Visit the Board’s website, www.chiro.alabama.gov, and click the CE tab to search for Seminars Approved for all approved online and classroom courses. Begin by clicking on the link https://www.alabamainteractive.org/asbc/e/seminar/seminarSearch_input.action You only need to fill in one of the search fields (or both date fields), then click “continue” then click the show date” beside the name of the seminar “to see dates and locations for that seminar.



DOCUMENTATION AND RECORDKEEPING OF CONTINUING EDUCATION COURSES

You must submit the evidence of completion to the Board. Failure to provide records documenting completion of the continuing education requirements will prevent you from renewing your license.

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DEADLINE

When renewing online:

- ◆ Submit necessary documentation two (2) business days (September 26) prior to logging in.
- ◆ Complete the online application and payment by midnight on September 30, 2024 to avoid the late penalty.

IMPORTANT ANNOUNCEMENT

The Board of Chiropractic Examiners has adopted a new fee schedule that is now in effect.

FEE	AMOUNT
License Application	\$150
Exam Application	\$150
License/Permit	
Licensure by Credentials	\$1,200
Original License/Permit	\$90
Clinic Owner Non licensed Initial	\$360
License Replacement / Duplicate License	\$90
Renewal – Active & Clinic	\$325
Renewal – Retired	\$162.50
Renewal – Inactive	\$162.50
Late Fees for Licensees and Clinic Owner Non licensed October	\$100
Late Fees for Licensees and Clinic Owner Non licensed November	\$200
Late Fees for Licensees and Clinic Owner Non licensed December	\$300
Reinstatement / Administrative Penalty	\$180 \$2,500
Preceptor Dr. (per month)	\$25
Disciplinary Fines	\$4,000 \$2,000 \$1,000
Disciplinary Costs	Actual Costs
CCE Provider/ course approval application	\$90
License Verification	\$15
Copies (Other)	see ASBCE public records access policy

COST RECOVERY CHARGES

5 yr CCE History	\$25
Licensee Listing	\$50 for paper list and a minimum of \$75 for CD
Mailing Labels	\$60
Copy of Rules	\$50
NSF Fee	Max allowed by Law 13A-9-13.2 8-8-15 states effective 1-1-03 = \$30
Fee to resend Mail	\$25
Proposed Rule Subscription	\$10
Wellness Monitoring Fee	\$850
Background Check	Current Fee Charged by AL Law Enforcement Agency

The following fees are charged by Tyler Technology to process online transactions.

Active \$325+ \$10.75

Total \$335.75

Inactive & Retired

\$162.50+ \$5.88

Total \$168.38

WHAT ARE THE CONTINUING EDUCATION REQUIREMENTS?

A minimum of 18 hours of continuing education as approved by the Alabama State Board of Chiropractic Examiners is required annually for license renewal. The hours must be completed between October 1 and September 30th of each year to renew. (Call the Board office to obtain the approval number for a particular seminar prior to attending the seminar. Note: not all seminars are submitted for Alabama approval.)

All licensees must obtain two (2) hours per year in Alabama Law and Board Rules and Regulations as part of the minimum 18 per year. New licensees must obtain four (4) hours prior to first license renewal and 2 hours per year for each renewal after that.



All clinic owners with a Non Licensed Practice Permit must obtain two (2) hours per year in Alabama Law as part of the permit renewal.

NO MORE THAN 1/3 (6 HOURS) PER YEAR MAY BE OBTAINED IN A DISTANCE BASED FORMAT.

** NOTE: To search the CCE on file for the current renewal period use the online services tab, license renewal and view the notice when you log in on "License Renewal". Or click here

https://www.alabamainteractive.org/asbce_renewal/welcome.action

and enter your license number and the last 4 numbers of your SS# to view hours and which business license we have on file.

Renewing Active License

- ◆ Section 136 Business License which expires **September 30, 2024**
- ◆ 18 hours of Alabama Board approved Continuing Education (2 or 4 for new licensees, of these must be in Alabama Law)
- ◆ \$325 Renewal Fee paid by September 30

= A renewed current Active License effective **October 1, 2024**

Renewing Inactive License

- ◆ 18 hours of Continuing Education (16 approved by the state in which you currently practice and 2 or 4 in Alabama Law)
- ◆ \$162.50 Renewal Fee paid by September 30

= A renewed current Inactive License effective **October 1, 2024**

BOARD RULES SEMINARS

To register for and / or complete the Board law hours visit:

www.DCOnline.org
[www.DC Hours.com](http://www.DCHours.com)
ChiroCredit.com

Renewing Retired License

- Voluntary Retirement Affidavit on file or submit one prior to renewal
- \$162.50 Renewal Fee paid by September 30

= A renewed current Retired License effective **October 1, 2024**

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, 2024, 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 an Alabama licensed DC)

Please have all documentation in to the Board office by Thursday, September 26, 2024 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, 2024 to renew without accruing late fees.

Renewal When Suspended

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

Reminders for 2024-25 Renewal

For the 2024-25 renewal period, all documents required for renewal must be in the Board office 48 hours (2 work days—September 26) 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 Alabama Law for new licensees) and the correct business license is on file.

For the 2024-25 Renewal Period, the correct business license will be the license which expires 9/30/2024.

(See sample below.)

Please remember that seminars are not retroactively approved.

STATE OF ALABAMA

CONTROL NUMBER		County BALDWIN		LICENSE NO. 14: 6 KMAGDEC																	
ACCOUNT NUMBER	ISSUED TO: <i>Your name must be shown here.</i>	DATE ISSUED		10 3 23																	
LICENSE YEAR 2023-2024	BUSINESS LOCATION		MO DAY YR 10 3 2023		EXPIRES September 30, 2024																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">LICENSE TYPE</th></tr> <tr><td>STORE LICENSE</td><td></td></tr> <tr><td>CHAIN STORE LICENSE</td><td></td></tr> <tr><td>OCCUPATIONAL LICENSE</td><td style="text-align: center;">X</td></tr> </table>		LICENSE TYPE		STORE LICENSE		CHAIN STORE LICENSE		OCCUPATIONAL LICENSE	X	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">BUSINESS LOCATION</th></tr> <tr><td> </td><td> </td></tr> </table>		BUSINESS LOCATION				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">EXPIRES</th></tr> <tr><td colspan="2" style="text-align: center;">September 30, 2024</td></tr> </table>		EXPIRES		September 30, 2024	
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SECTION	BUSINESS TYPE	LICENSE AMOUNT	FILE	PENALTY	CITATION	INTEREST	TOTAL														
136	CHIROPRACTOR	20.00	1.00				21.00														
<p><i>Section must be 136.</i></p>																					
<p>TRANSFER OF LICENSE</p> <p><small>Exemptions having been notified before me that a license sale of the business licensed by this certificate has been made by licensee, this license is transferred to said purchaser.</small></p>						TOTAL	21.00														
<p>Name of Purchaser: <u>Thomas White, Jr.</u> <small>Chiropractor</small></p>						MAIL FEE															
<p>Name of Purchaser: <u>Julie P. Magee</u> <small>Chiropractor of Record</small></p>						TOTAL WITH MAIL FEE	21.00														
<p>For my Authority: <u>TIM RUSSELL</u> <small>For my Authority</small></p>																					



Click the link above to
Renew License Online

ONLINE RENEWAL PORTAL
→ Click Here to Renew Online ←

Click the link above to
Renew Permit Online

Renew Online

Attention : There is a two (2) business day delay after submitting your documentation to the Board before you can 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.

Online Licensee Renewal Process

- * Go to the Board's Website 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 be directed to 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.**

Online Clinic Permit Renewal Process

- *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 be directed to 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.**

Alabama State Board of
Chiropractic Examiners

126 Chilton Place
Clanton, AL 35045

Phone: 205-755-8000
Fax: 205-755-0081



Renewal Fees

If completed by

September 30, 2024

Completed means **All required documents, etc. are in to the Board office before 3pm on September 26 and paid online by midnight on September 30, 2024, .**

Active\$325

Inactive (out of state only).....\$162.50

Retired (not practicing in any state)...\$162.50

Non-licensed Clinic Permit.....\$325



If not received by September 30, 2024

Late Fees

October\$100

November\$200

December\$300

**LICENSE RENEWAL REMINDER!!
THE ONLINE RENEWAL WINDOW
OPENS AUGUST 15, 2024!**

All active licenses will expire on December 31, 2024, at 11:59 p.m.
Continuing education (CE) hours for the upcoming renewal cycle
must be earned from

October 1, 2023, to September 30, 2024.

The Board will NOT accept hours earned
outside of the renewal timeframe.

General Reminder for all Renewals

All licenses and permits must be renewed by September 30, 2024. 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 two (2) business days prior that are not listed, please call the Board office.