



Special Renewal Issue 25/26

Special Renewal Points of Interest

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

Renewal 2025-26

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.alabamainteraactive.org/asbce/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 RECORD KEEPING 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, 2025 to avoid the late penalty.

IMPORTANT ANNOUNCEMENT

ELECTION CHANGES STARTING IN AUGUST 2025

Reminder the Board election process has slightly changed. The Board will **mail** a notice of the upcoming District 2 (Dr. McMillian) and 3 (Dr. Wells) elections and the method of qualifying as a candidate to each active licensed chiropractor in District 2 and 3 - according to his or her permanent residence address. Note: this is **not** your **office** address.

The notice will include what is required for a doctor to qualify to run as a Board Member and the deadline to qualify. Candidates qualify by submitting your name to the Executive Director of the board during the qualifying period. The Board will meet to qualify candidates and the ballots will be **emailed** to each doctor (from Amy Deavers, in the same manner the newsletter is) with a link to vote with the independent agency in the email.

The results of the election shall be certified by the independent agency. You will need to watch for the **email** re the ballot for your district and will need to check your spam to be sure you do not miss the email with the **link** to the ballot. The Board will notify you the date the email will be sent.

The candidate with a simple majority of the votes cast in District 2 and 3 shall be elected to the board position for that congressional district. In the event no candidate in District 2 and 3 receives a majority of the votes, the independent agency shall hold a run-off election.

LICENSE RENEWAL REMINDER!! THE ONLINE RENEWAL WINDOW OPENS AUGUST 15, 2025!

On August 15, 2025, an email notification will be sent to your email address on file announcing the start of 2025-26 License Renewal. Please verify/update your email address to ensure you receive this important message.

All active licenses will expire on December 31, 2025, at 11:59 p.m. Continuing education (CE) hours for the upcoming renewal cycle must be earned from October 1, 2024, to September 30, 2025. The Board will **NOT** accept hours earned outside of the renewal timeframe.

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

Active \$350 + \$11.50

Total \$361.50

Inactive & Retired

\$175.00 + \$6.25

Total \$181.25

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

Deadlines for 2025 are as follows:



9/26 renewing by 9/30
with no late fee,
10/29 and renew by
10/31 with \$100 late fee,
11/24 and renew by
11/30 with \$200 late fee,
12/29 and renew by
12/31 with \$300 late fee,

BOARD RULES SEMINARS

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

www.DCOnline.org
www.DCHours.com
ChiroCredit.com

Renewing Active License

- ◆ Section 136 Business License
which expires **September 30, 2025**
- ◆ 18 hours of Alabama Board approved Continuing Education (2 or 4 for new licensees, of these must be in Alabama Law)
- ◆ \$350 Renewal Fee paid by
September 30

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)
 - ◆ \$175.00 Renewal Fee paid by
September 30
- = A renewed current Inactive License effective October 1, 2025**

Renewing Retired License

- Voluntary Retirement Affidavit on file or submit one prior to renewal
 - \$175.00 Renewal Fee paid by
September 30
- = A renewed current Retired License effective October 1, 2025**

Licenses and Pemit's 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, 2025, 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 Friday, September 26, 2025 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, 2025 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 2025-26 Renewal

For the 2025-26 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 2025-26 Renewal Period, the correct business license will be the license which expires 9/30/2025.

(See sample below.)

Please remember that seminars are not retroactively approved.

STATE OF ALABAMA

CONTROL NUMBER _____

ACCOUNT NUMBER _____

LICENSE YEAR
2024-2025

License year must be 2024-2025.

LICENSE TYPE
STORE LICENSE _____
CHAIN STORE LICENSE _____
OCCUPATIONAL LICENSE ☒

ISSUED TO: _____
Your name must be shown here.

COUNTY
BALDWIN

LICENSE NO.
14 : 6 KMAGDEC

DATE ISSUED
10 3 24
MO DAY YR

EXPIRES
10 3 2025
September 30, 2025
Expiration 2025

BUSINESS LOCATION _____

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

Section must be 136.

SAMPLE

TRANSFER OF LICENSE
Expirina having been reduced before me that a bona fide sale of the business licensed by this certificate has been made by license, this license is transferred to said purchaser.

Name of Purchaser: _____
TIM RUSSELL

Name of Seller: _____
Thomas White, Jr.
Julie P. Magee
Catherine of Rouse

Expiring Authority: _____
Expiring Authority: _____

TOTAL	21.00
MAIL FEE	
TOTAL WITH MAIL FEE	21.00

General Reminder for all Renewals

All licenses and permits must be renewed by September 30, 2025. 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.**



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.
- * **Reminder the Board does not 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.
- ***Reminder the Board does not mail Renewal Permits. Please wait seven (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

1700 Yellow Leaf Road
Clanton, AL 35045

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



Renew

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, 2025.****

Active\$350
Inactive (out of state only).....\$175.00
Retired (not practicing in any state)\$175.00
Non-licensed Clinic Permit.....\$350



**If not received by
September 30, 2025**

Late Fees

October\$100
November\$200
December\$300

E-mails

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EXECUTIVE DIRECTOR

KERRY FORBUS
EXECUTIVE ASSISTANT II

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KELLI SMITH
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Gregory Millar, DC, District 5
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Kenneth Randolph, DC, Vice President, District 7
Kimberly Ogletree, DC, Secretary / Treasurer, African American
John Segrest, Consumer Member