ASBCE

Special Renewal Issue 2017

All licenses and permits must be renewed by midnight September 30, 2017 to avoid late fees.

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

License Renewal
Renewal Deadline
September 30, 2017

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

In This Issue

Licenses to be Renewed 4
On the Website.....6
Renewal Deadlines.....3
Renewal Fees.....4
Renew Online 2

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, and business license 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.

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

Please be sure to list all states that you are liensed 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 permitted to log in to the online renewal until your continuing education and business license 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 and select the button labeled Online Services.

☆ On the page "Online Services" you will see a list of online services. Click on **Facility Permitting** .

☆ On the new page select **Facility Permit Renewal Application**.

☆ 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 until your continuing education has 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 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.

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 <u>before</u> October 1, 2017, 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, 2017

(Completed means all required documents, etc. are in to the Board office <u>before</u> 3pm on September 27 and paid online by midnight on September 30, 2017.)

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, 2017

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, 2017

*$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 beginning renewal online

*$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 2017-18 Renewal

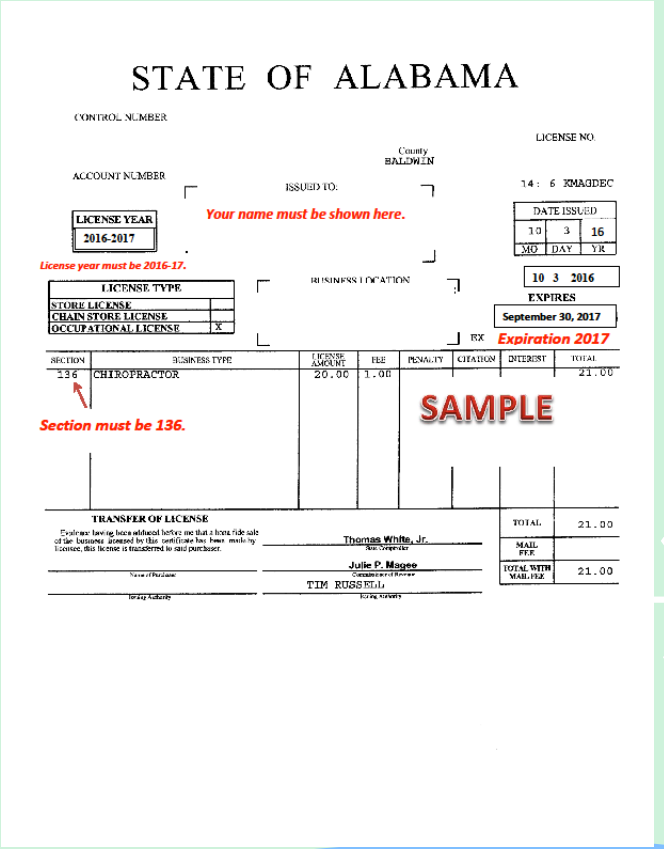
For the 2017-18 renewal period all documents required for renewal must be in the Board office 48 hours (2 work days) prior to accessing the online renewal application.

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), and the correct business license on file.

For the 2017-18 Renewal period the correct business license will be the license which expires 9/30/*2017*. (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.

County
BALDWIN

ACCOUNT NUMBER

ISSUED TO:

14: 6 XMAGDEC

LICENSE YEAR
2016-2017

Your name must be shown here.

DATE ISSUED

MO	DAY	YR
10	3	16

License year must be 2016-17.

BUSINESS LOCATION

10 3 2016

EXPIRES
September 30, 2017

LICENSE TYPE	
STORE LICENSE	
CHAIN STORE LICENSE	
OCCUPATIONAL LICENSE	X

RX *Expiration 2017*

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

Evidence having been adduced before me that a bona fide sale of the business licensed by this certificate has been made by licensee, this license is transferred to said purchaser.

Name of Purchaser

Issuing Authority

Thomas White, Jr.
Tax Collector

Julie P. Magee
Commissioner of Revenue

TIM RUSSELL
Issuing Authority

TOTAL	21.00
MAIL FEE	
TOTAL WITH MAIL FEE	21.00

Available on the Website

- ★ You may now check to see how many hours we have on file for you for the current renewal year.
- ★ To verify the hours the Board has on file, on the Home Page click on 'Online Services' then on 'License Renewal' and enter your license number and the last 4 of your social security number to log in. If you do not have the required number of hours for renewal the seminars we have on file for you will be reflected there. If you attended seminars that are not reflected please fax certificates to 205-755-0081 or email to ashley.stewart@chiro.alabama.gov. If all of your hours are on file you will be allowed to complete the 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.**
- ★ If you login and are able to complete the renewal and pay the fee please do not send any hours or b/l to the board. Also do not fax and email the same information as this slows the process. No need call to be sure we receive the information just wait 2 days and try to log in to renew.

Suspended Requirements

The Board has a new policy which 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, 2017.
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 to the Board office no later than Monday, September 27 at 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

126 Chilton Place
Clanton, AL 35045

Sheila Bolton
Executive Director (ext. 222)

Administrative Assistants
Amy Deavers (ext. 226)
Ashley Stewart (ext. 221)

Wellness Hotline
(ext. 223)

Phone
(800) 949-5838
(205) 755-8000

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, 2017 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

SPECIAL RENEWAL ISSUE
Renewal Document Deadline
September 27, 2017 3PM
Payment and Application Deadline:
September 30, 2017

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 may be a lot of people 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.