

# ASBCE

## Special Renewal Issue

**All licenses and permits must be renewed by midnight September 30, 2014 to avoid late fees.**

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

**License Renewal  
Renewal Deadline  
September 30, 2014**

**Everyone Must Renew**  
This includes Licensees & Permit Holders  
See Page 4

**Online Renewal**  
Easy & Convenient  
See Page 2

**Renew on Time**  
October Late Fee \$50  
November Late Fee \$100  
December Late Fee \$250

**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
New this year.....	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

New this year!!  
If the Board office does not have the required renewal documentation you **will not** be allowed to complete the online application.

## Licenseses 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.
- ☆ 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.
- ☆ 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.

## 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, 2014**, 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, 2013**

*(Completed means paid online by midnight on September 30, 2013, and all required documents, etc. are in to the Board office before September 30.)*

- Active .....\$300**
- Inactive (out of state only).....\$150**
- Retired (not practicing in any state) ...\$150**
- Non-licensed Clinic .....\$ 75**



**If completed on or after**  
**October 1, 2014**

### Late Fees

- October .....\$ 50**
- November .....\$100**
- December ..... \$250**

*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 of these must be in AL Law)

\*Must have Section 136 Business License which expires September 30, 2014  
\*\$300 Renewal Fee

**\*Must renew by September 30 to avoid late fee**

## Inactive License

\*Can not 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 in AL Law)

\*\$150 Renewal Fee

**\*Must renew 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 renew by September 30 to avoid late fee**

## Clinic Permits

\*Owner must have 2 hours of Alabama Law

\*\$75 Renewal Fee

**\*Must renew by September 30 to avoid late fee**

## Renewal Changes for 2014-15

Beginning with the 2014-15 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 no longer 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 2014-15 Renewal Period the correct business license will be the license which expires 9/30/2014. (See sample below.)

Please remember that seminars are no longer 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 \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

LICENSE YEAR  
**2013-2014**

*License year must be 2013-14.*

LICENSE TYPE  
 STORE LICENSE  
 CHAIN STORE LICENSE  
 OCCUPATIONAL LICENSE

BUSINESS LOCATION \_\_\_\_\_

ISSUED TO: \_\_\_\_\_  
*Your name must be shown here.*

County: BALDWIN

LICENSE NO. 14 : 6 XMAQDEC

DATE ISSUED  

10	3	13
MO	DAY	YR

10 3 2013  
EXPIRES  
**September 30, 2014**  
**Expiration 2014**

ACTION	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**  
Employee being here without before me that a bona fide sale of the business, approved by this certificate has been made by license, this license is transferred to said purchaser.

Name of Licensee: \_\_\_\_\_  
 Name of Purchaser: \_\_\_\_\_  
 State of Alabama \_\_\_\_\_

Thomas White, Jr.  
 Julie P. Maggo  
 TIM RUSS ET AL

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, 2014. We will not be sending 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 reflected there please call the Board office.

## Now Available on the Website

- ★ We have added 2 new features to 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.
- ★ 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.

*Please have all your documentation in to the Board office by Friday, September 26 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

Administrative  
Assistants  
Debra Darnell (ext. 221)  
Amy Deavers (ext. 226)  
Clerk (ext. 224)

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, 2014 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 Deadline:**  
**September 30, 2014**

**You must go online to renew your license. It is quick, painless, efficient, and paperless. Upon completion, you will receive a confirmation that you should print for your files.**

**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 will 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!

