

Annual Certificate Renewals

All certificates must be received on or by July 1, 2017, late fees will be required if renewal application is postmarked after July 1, 2017. The late fee cannot be waived, all certificates will automatically expire if not renewed by **August 30th, 2017**. If you have not renewed your certificate during the renewal period, you will not be able to practice. Below are the certificates that should be renewed.

Renewal of Certificate to Dispense: This is the only renewal that can be done online

Certificate to Dispense must be received on or before the expiration date July 1, 2017

Do not wait until the last minute to renew. The Board is not responsible for any problems you may encounter while using the online system, or delays in mailing. Late fees will be required if renewal application is postmarked after July 1, 2017. The late fee cannot be waived.

Online Renewal:

1. Use the ONLINE OPTIONS you will be prompted to sign in with your name and last 4 digits of your SS #. Once you complete the process, you will be allowed to print your certificate.

To Renew with a paper application:

1. In Forms locate the 2017 Renewal Application (Fillable Form)
2. You will fill the blue spaces on the form, then use the print button at the bottom of the page, you will sign the application.
3. A complete renewal application along with the fee, must be supplied to the board on or before July 1, 2017, to avoid a late fee.

Annual Renewal for Certificates:

Naturopathic Medical Assistant Certificate

Preceptorship Conduct Certificate

Preceptorship Engage Certificate

A complete renewal application along with the fee, must be supplied to the board on or before July 1, 2017, to avoid a late fee.

Do not wait until the last minute to renew. The Board is not responsible for any delays in mailing. Late fees will be required if renewal application is postmarked after July 1, 2017. The late fee cannot be waived. Renewal applications can be found under forms on the website.

UPDATE ADDRESSES

32-1507. Change in status; assessment of costs Each person who holds a license or certificate pursuant to this chapter shall inform the board in writing, within **thirty days**, of any change in status of that person's initial application including any change of name, residence, practice address and telephone number and of each subsequent change of status.

Every physician must have an address available to the public. If only one address is provided, even if it is your home address, it will be available to the public. **Primary Office Address:** This is the office/principle place of business.

Secondary Location Address: Any other location in which you conduct business/maintain a continued activity.

Home Address: You are required to provide a home address and phone number. They will not be released to the public unless you fail to provide an office address.

Mailing Address: Please provide a mailing address, this will be the location the renewed license(s) will be mailed.

Email Address: This address is optional and will not be provided to the public, however in an effort to keep Board costs at a minimum and licensing fees from increasing, the Board will be emailing appropriate Board correspondence to our licensees.