

## **LICENSE RENEWAL:**

### **1. When does my license expire?**

All licenses expire on June 30 of each year. A licensee who does not renew a license on or before July 30 shall pay a penalty fee of \$150.00. If a licensee fails to renew by August 31, the license is cancelled.

### **2. How much is the renewal fee and can I pay the fee online?**

The renewal fee is \$375.00, includes registration to dispense (non-refundable). A licensee can pay the fee online only if they renew their license through the online “elicense” portal.

### **3. Can I renew my license online?**

Yes, the Board offers a paper renewal and an online renewal. The paper renewal is available on the Board’s website, <https://podiatry.az.gov>, under the “Forms” tab. The online renewal is on the Board’s website under the “elicense” tab. If you have not created an account through the elicense portal you will need to do so. In order to create an account you will be required to enter your security code. If you do not have your security code you may contact the Board office.

### **4. How soon before the deadline can I renew my license?**

You will receive ONLY an email from the Board office indicating that it is time to renew your license. You will receive the notification a few months in advance of June 30<sup>th</sup>. Once you receive notification from the Board office you can submit your renewal application.

### **5. Do I need to submit documentation of my continuing education when I renew my license?**

Yes, you are required to submit documentation (e.g. certificates of completion) of your continuing education.

### **6. How long does it take to receive my renewal wallet card?**

A licensee can log in to their profile at any time to print/download the wallet card or wall certificate. A licensee may also upload documentation of their continuing education at any time.

### **7. I had a malpractice case within the last year. Will this hold up my renewal application?**

Yes, the Board must review all renewals that have a malpractice matter. The Board can approve the renewal and either take no action on the malpractice matter or, it can approve the renewal and open a Complaint if the malpractice matter warrants further investigation.

### **8. If I have a renewal application pending before the Board and the August 31<sup>st</sup> deadline passes, will my license be cancelled?**

No, if the renewal application was received on or before August 31<sup>st</sup>, and your renewal is pending before the Board, your license will not be cancelled and you are still legally able to practice pursuant to A.R.S. 41-1064(B).

**CONTINUING EDUCATION:**

**1. How many hours of continuing education are required each year?**