



ONLINE RENEWAL IS HERE!

THIS NOTIFICATION CONTAINS **ESSENTIAL** INFORMATION ABOUT
RENEWING YOUR LICENSE!

PLEASE READ!

77 South High Street, 16th Floor, Columbus, OH 43215

website: www.chirobd.ohio.gov ♦ e-mail: OSCB.ChiroBD@chr.state.oh.us

ONLINE RENEWAL WINDOW OPENS JANUARY 31, 2018!

On January 31, 2018 an email will be sent with renewal instructions. You will not be able to establish an account or complete the renewal process without a valid email address on file with the Board. All communication from the Board will be sent to the email address on file so be sure to check your email frequently.

To file your email address, please email the Board at OSCB.ChiroBD@chr.state.oh.us and provide your name and current email. The Board staff will update your email address and you will then be able to log in and renew your license.

ONLY ONE EMAIL ADDRESS MAY BE USED PER LICENSEE. LICENSEES MAY NOT SHARE THE SAME EMAIL ADDRESS.

The license renewal deadline is Saturday, March 31, 2018 at midnight. Please keep in mind the Board office and the eLicense Customer Service center are **CLOSED** on Saturdays and Sundays.

Tips for Successful Online Renewal

- Use Chrome or Fire Fox as your web browser
- eLicense is not compatible with Explorer
- Set aside 30 minutes to renew your license
- you will need to complete a one-time registration process
- Check your spam folder for your renewal email notification before contacting the Board
- Registration guides are posted on the eLicense website to assist with the registration process
- Watch the Board's website for updates on eLicense down times
- Renew your license early - March 31 is a Saturday!
- the Board office and the eLicense Customer Service Center **WILL BE CLOSED.**

If you have **LOG IN** issues, you must contact the eLicense Customer Service center at 855-405-5514 for assistance. The Customer Service Center is open Monday-Friday from 8:00 a.m. to 5:00 p.m.

RENEW EARLY!

Any renewal filed after midnight on March 31 will be assessed a \$150 penalty fee for late renewal.

eLicense. Ohio.gov

The state of Ohio is modernizing regulation of Ohio's licensed professions with eLicense Ohio. The system operates in a secure web-based environment that offers more security, capability, and efficiencies and eliminates the need for paper applications and paper payments.

The system provides confirmation of fee payments and application submissions and improves the Board's ability to communicate with you.

FAQs

Can I renew with a paper application or a check?

No, online renewal and online payment is mandatory.

I do not own a computer or use a computer. How can I renew my license?

Computer access is necessary to transact with the system and complete the renewal of your license. Computers are available at local libraries or other community centers.

What if I don't have an email account?

A free email account may be obtained through providers such as Hotmail, Google Mail, Yahoo Mail, etc.

I do not have a credit card or I do not use credit cards on the internet. How can I pay the renewal fee?

eLicense will accept pre-paid debit cards that can be purchased at local grocery or department store outlets.

How can I get help creating my account or resetting my password?

Call the eLicense customer service at (855) 405-5514 and a specialist will help you. Do not contact the Board office with log in or password issues.

Once You're Registered

You will perform the following functions via the eLicense app:

- ~ Address and contact changes
- ~ Name changes
- ~ Request a replacement wall certificate
- ~ Request a license verification
- ~ Inactivate your license
- ~ Apply for an acupuncture certificate
- ~ License reinstatement

Important CE Information

- * There is no Board-approved CE list – good sources of CE are chiropractic colleges, chiropractic associations and PACE (<http://pacex.fclb.org/>)
- * You may earn all required CE online
- * There is 2 hours of FREE Board-mandated CE linked on the homepage of the Board's website
- * If you were licensed on or after April 1, 2016, you are exempt from earning CE to renew your license for your first initial renewal

Click on the Continuing Education tab on the Board's website for comprehensive information about CE

 **Visit the Board's website to stay up-to-date on information about renewal, CE, and system availability**

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