

## LICENSE RENEWAL

As we begin this license renewal period starting July 1, 2016, I would like to remind everyone that your license renewal must be completed prior to midnight on September 30, 2016, to prevent the expiration of your license. I have received numerous calls and emails concerning the requirements for license renewal this year, I am here and available to assist you with any questions that you may have.

**THE BOARD RECOMMENDS THAT YOU RENEW YOUR LICENSE AS SOON AS POSSIBLE!!**

The sooner you begin the renewal process the more time we have to resolve any problems, questions, and/or delays that may be encountered.

The following steps are provided in an effort to reduce delays in completing your license renewal.

1. All licensees are **required to have completed 10 hours of CEU's that meet the criteria as listed under Continuing Education at <http://www.pt.alabama.gov/conted.aspx> and retain the certificates.**

2. Renew Your License – After completion of the above requirements you can renew your license either online or by mail.

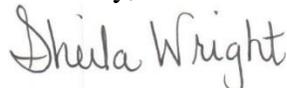
**Online renewals** – The board will NOT mail license renewal certificates! Once you have completed the online renewal process you will **click on the appropriate button on the receipts page to print your license renewal certificate.**

You will still be required to list your continuing activities during the online renewal process. If you are chosen for an **AUDIT**, you will have 10 business days to fax or email your certificates to the board office. Fax: 334-242-3288 or Email: sheila.wright@pt.alabama.gov.

**Renewals by Mail** – You must complete step 1 as listed above prior to renewing your license by mail. To renew by mail you must download and complete the 2016 License Renewal form from our webpage and submit the completed form along with the license renewal fee (must be in the form of a money order or bank certified check). License renewal fees are \$130.00 for PT's and \$93.00 for PTA's. When all renewal requirements are met you will be mailed a renewal certificate by the board's office.

As always, if you have any questions, concerns, or suggestions for improvement, please feel free to contact the board office. Thank you for your patience as I work through the renewal process this year.

Sincerely,



Sheila Wright  
Acting Executive Director