

**653—9.13(147,148) Renewal of a permanent or administrative medicine license.**

**9.13(1) *Renewal notice.*** Staff shall send a renewal notice to each licensee at least 60 days prior to the expiration of the license. The renewal notice may be sent by e-mail or by regular mail at the discretion of staff. If e-mail is used for notification of licensure renewal, the notice shall be sent to the personal e-mail address specified in subrule 9.12(1).

**9.13(2) *Licensee obligation.*** The licensee is responsible for renewing the license prior to its expiration. Failure of the licensee to receive the notice does not relieve the licensee of responsibility for renewing that license.

**9.13(3) *Renewal application requirements.*** A licensee seeking renewal shall submit a completed renewal application; information on continuing education, training on chronic pain management, training on end-of-life care, and training on identifying and reporting abuse; and the required fee prior to the expiration date on the current license.

*a. Renewal fee.*

(1) The fees for renewal made via paper application or via on-line application are specified in 653—subparagraph 8.4(1)“c”(1) and are assessed per biennial period or a prorated portion thereof if the current license was issued for a period of less than 24 months.

(2) There is no renewal fee due for a physician who was on active duty in the U.S. armed forces, reserves or national guard during the renewal period. “Active duty” means full-time training or active service in the U.S. armed forces, reserves or national guard.

(3) A physician who fails to renew before the expiration of the license shall be charged a penalty fee as set forth in 653—paragraph 8.4(1)“d.”

*b. The requirements for continuing education and training on identifying and reporting abuse are found in 653—Chapter 11.*

*c. The first renewal fee shall be prorated on a monthly basis according to the date of issuance and the physician’s month and year of birth, if the initial permanent or administrative medicine license was issued for a period of less than 24 months.*

**9.13(4) *Issuance of a renewal.*** Upon receiving the completed renewal application, staff shall administratively issue a two-year license that expires on the first day of the licensee’s birth month. In the event the board receives adverse information on the renewal application, the board shall issue the renewal license but may refer the adverse information for further consideration.

**9.13(5) *Renewal penalties.*** If the licensee fails to submit the renewal application and renewal fee prior to the expiration date on the current license, the licensee shall be charged a penalty fee as set forth in 653—paragraph 8.4(1)“d.”

**9.13(6) *Failure to renew.*** Failure of the licensee to renew a license within two months following its expiration date shall cause the license to become inactive and invalid. A licensee whose license is invalid or inactive is prohibited from practice until the license is reinstated in accordance with rule 653—9.15(147,148).

*a. In order to ensure that the license will not become inactive when a paper renewal form is used, the completed renewal application and appropriate fees must be received in the board office by the fifteenth of the month prior to the month the license becomes inactive. For example, a licensee whose license expires on January 1 has until March 1 to renew the license or the license becomes inactive and invalid. The licensee must submit and the board office must receive the renewal materials prior to or on February 15 to ensure that the license will be renewed prior to becoming inactive and invalid on March 1.*

*b. In order to ensure that the license will not become inactive when on-line renewal is used, the licensee must complete the on-line renewal prior to midnight of the last day of the month in the month after the expiration date on the license. For example, a licensee whose license expiration date is January 1 must complete the on-line renewal before midnight on the last day of February; the license becomes inactive and invalid at 12:01 a.m. on March 1.*

**9.13(7) *Display of license.*** Renewal licenses shall be displayed along with the license certificate in the primary location of practice.

[**ARC 8554B**, IAB 3/10/10, effective 4/14/10; **ARC 0215C**, IAB 7/25/12, effective 8/29/12; **ARC 0871C**, IAB 7/24/13, effective 8/28/13; **ARC 2524C**, IAB 5/11/16, effective 6/15/16; **ARC 3587C**, IAB 1/17/18, effective 2/21/18]