

653—9.11 (147,148) Renewal of a permanent license.

9.11(1) *Renewal notice.* Staff shall send a renewal notice by regular mail to each licensee at the licensee's last-known address at least 60 days prior to the expiration of the license.

9.11(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.

9.11(3) *Renewal application requirements.* A licensee seeking renewal shall submit a completed renewal application, including information on continuing education and mandatory training on identifying and reporting abuse, and the required fee, not later than the expiration date on the current license.

a. The renewal fee is \$550 if the renewal is made via paper application or \$450 if the renewal is made via on-line application, per biennial period or a prorated portion thereof if the current license was issued for a period of less than 24 months.

b. The requirements for continuing education and mandatory 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 original permanent license was issued for a period of less than 24 months.

9.11(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.

9.11(5) *Renewal penalties.* If the licensee fails to submit the renewal application and fee by the expiration date on the current license, the licensee shall be charged a penalty fee of \$50 for each month the renewal is in arrears, up to two months, or \$100. For example, if the license expires on January 1, a penalty of \$50 will be charged for renewal in January and an additional \$50 or a total of \$100 shall be charged for renewal in February.

9.11(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 is prohibited from practice until the license is reinstated in accordance with rule 9.13(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.

9.11(7) *Display of license.* Renewal licenses shall be displayed along with the original permanent license in the primary location of practice.