



Arizona Board of Osteopathic Examiners In Medicine and Surgery

9535 E. Doubletree Ranch Road, Suite 200, Scottsdale, AZ 85258-5572

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REQUEST FOR EXTENSION OF TIME TO COMPLY WITH CME REQUIREMENT

Physician's Name: _____ AZ License Number _____

Practice Name: _____

Street Address: _____

City: _____ State _____ Zip _____

Phone No.: _____ Fax No.: _____

Email Address: _____

If this is a change from the address you currently have on file, check here:

REQUIREMENTS FOR COMPLETING THE RENEWAL OF YOUR LICENSE WHEN FILING AN EXTENSION

Please read carefully. Your license is not renewed until the following steps are completed.

1. Complete this form and submit it to the Board. If you have submitted this form before January 31, 2012, you do NOT have to pay the late fee, as long as you complete the rest of the requirements set forth below. If you submit this form after January 31st, however, you must pay the late fee in addition to the renewal fee.
2. You can count the CME hours you take during this extension on only ONE renewal cycle. The hours you apply to this renewal cannot also be applied to your 2012/2013 renewal requirement. Attempting to do so is unprofessional conduct.
3. By filing this extension you are automatically included in the CME Audit and must complete and submit the Audit/Extension Reporting Form AFTER you have completed the required 40 hours CME. If you have questions regarding CME Requirements, please review Question #6 in the License Renewal FAQ on our website at www.azdo.gov > For DO's > Paper License Renewal.
4. With the Audit/Extension Reporting Form, you must submit proof of completion of your CMEs by either including copies of your Certificates of Completion (do not send originals), and/or by sending a copy of your AOA transcript that lists at least 40 CME hours completed between 1/1/10 and 4/30/12. Registration and/or receipt of payment for CMEs is not proof of completion. CMEs completed prior to 1/1/10 cannot be used for this renewal.
5. You may submit your Renewal Application Form and renewal fee (online or on paper) at any time before May 1, 2012. However, your wallet card will not be sent until the CME Audit/Extension Reporting Form with proof of completion of all CME courses is received in this office, which must be BEFORE May 1, 2012.

If you do not complete the Renewal Application Form and pay the renewal fee (and late fee if applicable) by April 30, 2012, your license will expire on May 1, 2012, and you can no longer practice in Arizona until you re-apply as a new applicant and are approved for a new license. The application process may take up to six months, and is not a guarantee of re-licensure.

If you do not complete the Audit/Extension Form and submit it with proof of completion by April 30, 2012, you may be required to appear before the Board.

In submitting and signing this form, I am requesting an extension to complete the required CMEs for my 2012-2013 AZ license renewal. I attest that I understand the above requirements for renewing my license if/when my extension is approved.

Physician Signature: _____ Date signed: _____

License holder must sign the form