



## Arizona Board of Osteopathic Examiners In Medicine and Surgery

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# Frequently Asked Questions: License Renewal & CME

## 1. How many CMEs do I need to maintain my license?

Arizona requires that you receive 20 hours of CME per year, which must include at least 12 hours of Category 1-A CME (sponsored by AOA) and no more than 8 hours of Category 1 CME (sponsored by AMA or ACCME). During the first year that a licensee is licensed, the licensee may fulfill 20 hours of the CME requirement by participating in an approved residency, internship, fellowship or preceptorship. Contact the American Osteopathic Association (AOA) for specific 1-A program certification. You can review the CME Guide for Osteopathic Physicians published by the AOA at [www.osteopathic.org](http://www.osteopathic.org).

## 2. Is the Board notified when I complete CMEs?

No. The Board has no statutory responsibility to be the record keeper of licensees' CMEs.

## 3. Then who keeps track of my CMEs?

This Board holds the physician responsible to manage his/her own record keeping. You might check with your office manager to see what you have paid for. If CME certificates are sent to us when they have not been required by renewal audit (see #10), we do not keep them.

## 4. I'm still in a PG Program. Do I still have to do CMEs?

You might. If you were licensed for the first time this year and the Renew By date on your wallet card is 12/31 of the current year, you can count your post graduate training as 20 category 1-A CMEs (the required amount for one year of licensure) at the time you renew your license. If you have been licensed for more than a year, and you have already used your post graduate training for CME in a renewal cycle, you must obtain the required CME (see #1) *in addition to* your post graduate training.

## 5. When do I renew my license?

Your Renew By date is on your wallet card and on our website in your public profile (use Dr. Search at [www.azdo.gov](http://www.azdo.gov)). For your first (initial) license, you are required to renew by December 31 in the same year that you are licensed. You will be sent a renewal notice in late October. The Board will begin accepting Renewal applications on or around November 1st. After the first year's renewal, you will be required to renew your license every other year. Please check your public profile using the Doctor Search feature of our website ([www.azdo.gov](http://www.azdo.gov)) to see your Renew By date, or look on your wallet card before calling the Board.

## 6. What happens if I do not renew by December 31st?

Arizona Revised Statutes allows a grace period for physicians to renew their license. If you do not renew by December 31st, submit your renewal by January 31st to avoid any penalty fees.

## 7. What happens if I do not renew by January 31st?

The grace period is still in effect. However, after January 31st, you are required to pay a substantial late fee of \$175 in addition to the renewal fee (see question #10). You have until April 30th to complete your late renewal.

**8. What happens if I do not renew before May 1st?**

The 4-month grace period for renewal ends, and your license expires on May 1st. You can no longer renew. You can no longer practice medicine in Arizona. We do not have a “reinstatement” of your license. You must re-apply for a new license if you wish to practice medicine in Arizona. It may take up to 6 months to complete the application process.

**9. How do I renew my license?**

On or around November 1<sup>st</sup>, the Board will post the links to the **Online Renewal** system and the paper forms, and will begin accepting Renewal applications. The simplest and fastest way is to renew online using the Online Renewal form at [www.azdo.gov](http://www.azdo.gov) > For DOs > On-Line License Renewal. At the conclusion of the Online renewal form, you will be required to pay your renewal fee by credit card. We take Visa, MasterCard and American Express only. **You will receive your wallet card within 10 business days of completing the Online Renewal.**

You can also renew by printing out and completing the 2-page paper renewal form on our website (See question #13) and mailing it to this office with your check or credit card payment form. Please note, it may take up to 30 days to process your paper renewal forms and send out your wallet card. Paper applications are processed in the order in which they are received. If you know you need your new wallet card by a particular date, please plan accordingly.

**10. How much does it cost to renew my license?**

The biennial renewal fee is \$636. There is no proration of the fee, nor any refunds even if you move out of state or stop practicing for any reason. If you renew during the late renewal period, there is an additional late fee of \$175 (see Question #7). When you renew online, there is an additional \$8 added. This helps defer the costs associated with maintaining the online renewal system.

**11. What does “CME audit - YES” mean on my renewal notification?**

The Board randomly selects a percentage of renewal applicants for an audit of the CME they have completed to comply with the License Renewal requirement. If you renew online, the CME Audit page will automatically present after Step 2. You are required to list each CME that you have taken and total 40 CME for the two year renewal period on the audit page, so please have your CME documentation at hand when you begin the Online Renewal. If mailing in your renewal you must complete the CME Audit/Extension Form which is available at [www.azdo.gov](http://www.azdo.gov). (See question #16) You must send copies of your certificates with the completed CME Audit/Extension Form if you are audited or if you request an extension.

**12. Can the CME requirement be waived?**

In some cases, yes. The Board decides each waiver individually. Please use the CME Waiver request form found on our website. (See question #16)

**13. Does the Board keep a record of my CME throughout the year?**

No. You are responsible for keeping records of your own CME hours. Do Not Send Certificates or Documentation of CME unless requested by the Board. If you send CME certificates to the Board outside the renewal period, we do not keep them.

**14. Can I get an extension if I do not have my CME by January 31st?**

Yes. You must file a Request for Extension Form (See question #16). If you file the Request for Extension during the on-time renewal period (before January 31) you will not have to pay the late renewal penalties. Please note your Extension is only valid until April 30th. You will not receive your wallet card until we have received your Renewal Form with the Audit/Extension Form and copies of your CME certificates showing that you have completed your CMEs before April 30th.

**15. If I have an extension, and I obtain more CME hours than I need for the extension, can I apply the rest of the hours to my current year requirement?**

Yes. You can apply any extra hours. But, if you apply the same hours to two years, you may be in violation of statute, and the Board may take disciplinary action against your license.

**16. Where exactly on the Board's website can I find the forms I need?**

The forms are only available from approximately November 1 to May 1. If it is between these dates, go to [www.azdo.gov](http://www.azdo.gov). To renew online, hover your cursor over the **For DOs** button in the left-hand menu, and click on the **On-Line License Renewal** button in the drop-down menu that appears. For paper forms, click on the Paper License Renewal button in the drop-down menu that appears. This will take you to a page that lists all the forms needed for all circumstances regarding license renewal. Click on the hyperlinked name of the form you need, and it will open as a PDF.

Please note: If you have trouble opening the PDF, you most likely need to update your Acrobat Reader. Many of the PDFs are set up for you to be able to type in the fields before printing. This avoids errors due to illegible handwriting. However, the paper renewal form only allows the first page to be typed in. The second page of the form must be filled out by the renewing physician and signed by hand. This is not a requirement with the Online Renewal system.

**17. How will I know if the Online Renewal worked?**

Once the online renewal is completed, your public profile on our website is updated within the hour. Please use the Doctor Search feature on our website to view your Public Profile and check that your license has been renewed. If the Renew By date is two years from the date on your current wallet card, please call or email the Board office and let staff know there is a problem so that we can troubleshoot it for you. If the renewal went through, you can expect your new wallet card within 10 business days.

**18. When should I expect to receive my new wallet card?**

If you completed your renewal using the Online Renewal system, you can expect to receive your wallet card within 10 business days. If you completed your renewal by mailing the renewal form on paper, whether you paid the fee by check or credit card, you can expect to receive your wallet card within 30 days.

**19. If I do not renew, what are my options?**

If you do not renew your license, your license will expire on May 1st. You will continue to receive reminders to renew until this date. After May 1st, you will receive a letter from the Board stating that your license has expired. There is no penalty or adverse action if you allow your license to expire.

If you choose, you can also write a letter and ask the Board to Cancel your license. It will be canceled immediately if you are not the subject of a board investigation or disciplinary proceeding. You will no longer receive renewal reminders from the Board once your license has been canceled.

To report the death of a physician licensed in Arizona, please send the Board a photocopy of the death certificate for verification purposes. The license will be canceled immediately, and no renewal reminders will be sent.

**Contact the Board directly with all other questions  
E-Mail: [questions@azdo.gov](mailto:questions@azdo.gov) or Phone: 480-657-7703**