



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?

In order to maintain a license to practice osteopathic medicine in the state of Arizona, you are required to obtain forty (40) hours of Board approved CME during the two (2) years preceding license renewal (A.R.S. § 32-1825(B)).

Please note as an Arizona licensed D.O., *regardless of your specialty, board certification or state in which you currently reside*, Arizona requires that CME per renewal cycle must include at least twenty-four (24) hours of Category 1-A activities sponsored by an AOA accredited sponsor. The balance may consist of any category of CME, including CME activities sponsored by an accredited AMA or ACCME provider and certified by the accredited provider as AMA PRA Category 1 credit.

A physician may fulfill twenty (20) hours of the CME requirement each year 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.

2. Is the Board notified when I complete CMEs?

No. The program sponsor is not required to notify the Board.

3. Who tracks my CME?

The Board holds the physician responsible for his/her own recordkeeping. CME certificates/documentation need only be submitted upon request such as if you are randomly selected for CME Audit on your renewal notice.

4. I am still in a Postgraduate Training (PGT) Program. Do I have to complete CMEs?

No. Your participation in a postgraduate training program fulfills 20 hours of CME for a given year, even if your training comprised six months of the year only.

5. When do I renew my license?

Your “renew by date” can be found on your profile on our website (use Doctor Search at www.azdo.gov). For your initial license you are required to renew by December 31st in the same year you are licensed. However, if you are initially licensed in October, November or December, your renewal date will be December 31 of the year after your initial license is issued. Renewal notices are sent in late October. The Board will begin accepting renewal applications on or about November 1st. After the first year’s renewal, you will be required to renew your license every other year. Please check your profile using the Doctor Search feature on our website for verification of your “renew by date”.

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

If you do not renew by midnight December 31st, submit your renewal by midnight January 31st to avoid any penalty fees.

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

After January 31st, you are required to pay a late fee of \$175.00 in addition to the renewal fee. You have until April 30th to complete late renewal.

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

Your license will expire on May 1st. Renewal is no longer an option nor is “re-instatement.” You cannot practice medicine in Arizona and you must re-apply for a new license if you wish to practice medicine in Arizona. It may take up to six (6) months to complete the application process. There is no guarantee of re-licensure. If your license expires and you wish to re-apply and you have not been practicing clinical medicine for more than a year, please review the Application Procedures for Doctors Re-Entering Practice on the website, www.azdo.gov, at “For DOs > New License Application > Initial Licensure > Application Procedures for Doctors Re-Entering Practice”.

9. How do I renew my license?

On or about November 1st, the Board will post the links to the Online Renewal system and the paper forms. Renewal applications will be accepted beginning November 1st. The easiest and fastest way to renew is online using the Online Renewal form at www.azdo.gov. For DOs> Online License Renewal. At the end of the Online Renewal form, you will be required to pay your renewal fee by credit card. Visa, MasterCard and American Express are accepted.

You can also renew by printing and completing the two (2) page paper renewal form found on our website. You can mail the completed renewal form with your check, money order or credit card payment form or fax the completed renewal form with a credit card payment form to the Board. Please note it may take up to thirty (30) days to process a paper renewal. Paper applications are processed in the order in which they are received.

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

The biennial renewal fee is \$636.00. There is no proration of the fee or any refund even if you move out of state or stop practicing for any reason. If you renew during the late renewal period, after January 31st, there is an additional late fee of \$175.00.

11. Can I pay by credit card over the phone?

No, staff cannot accept credit card payments by phone. Credit card payment forms may be sent by email, fax, mail or delivery service.

12. What does “CME Audit - YES” mean on my renewal notification?

A percentage of renewal applicants is randomly selected for a CME audit. If you renew online, the CME Audit page will automatically present after step #2. You are required to provide a list of all CME hours completed for the two years preceding renewal for a total of forty (40) hours. If mailing your renewal, you must complete the CME Audit/Extension Reporting Form which is available at www.azdo.gov.

Regardless of how you choose to renew, if you are audited or if you request an extension or waiver, you must send copies of your certificates, a copy of your certifying Board’s CME activity report and/or a copy of your AOA CME Activity Report with the completed CME Audit/Extension Reporting Form. Your license will not be renewed until your compliance with the CME requirement is fully documented.

13. Can the CME requirement be waived?

Yes, in some cases if the request for waiver is filed by January 30th. Please use the Request for Waiver of CME Requirement form found on our website. The Board decides each waiver request individually.

14. If I do not have my CME completed by December 31st, what do I need to do?

You must file a Request for Extension of Time to Comply with CME Requirement form no later than January 30th. By filing the request, you have until April 30th to complete the required CME. This form can be found on our website.

15. If I have an extension and I complete more CME hours than required, 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 renewals, you may be in violation of statute and the Board may take disciplinary action against your license.

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

The forms are only available online from November 1st through April 30th. If between these dates, go to www.azdo.gov. To renew online, use the "For DOs" selection in the menu on the left side and click on "Online License Renewal" in the drop down menu. For paper renewal, click on "License Renewal Forms" in the drop down menu. A list identifying all renewal forms will be displayed. Click on the hyperlinked name of the form you need. The form will open as a PDF.

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. However, the paper renewal form only allows typing on the first page. The second page of the form must be completed by the renewing physician and signed.

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

Once the Online Renewal is completed, your profile on our website is updated within the hour. Please use the Doctor Search feature on our website to view your profile and verify your license has been renewed. If the "renew by date" is not two years from the date of your last renewal, please call or email the Board office. Please note, if you have been noticed for CME Audit, your license will not be renewed until your compliance with the CME requirement is fully documented.

18. What is "Renewal Deficient"?

When you renew your license you may notice your license status has been changed to "Renewal Deficient". This is an **Active** license status. It means your renewal is administratively incomplete. A letter or email will be sent to you noting the deficiencies. The correspondence will also include instructions for completing the renewal process.

Deficiencies may include one or more of the following:

- An unchecked box on your application;
- Unpaid renewal fee and/or late fee payment (if applicable);
- Missing documentation of completed Continuing Medical Education (if randomly selected for audit); and/or
- Missing documentation regarding any "yes" answers on the Questionnaire and Confidential Questionnaire sections of the renewal application.

Your license cannot be renewed until your renewal application is administratively complete. If your license expires before a timely and sufficient renewal application is submitted to the Board, you must cease practicing medicine in Arizona and must reapply for and receive a new Arizona license before resuming the practice of medicine in the State of Arizona.

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

If you do not renew your license, your license will expire on May 1st. After May 1st you will receive a letter from the Board stating 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 request the Board cancel your license. It will be cancelled 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 cancelled.

20. How do I report the death of a D.O. physician?

To report the death of a physician licensed in Arizona, please send the Board a copy of the death certificate or obituary for verification purposes. The license will be cancelled immediately. No further renewal reminders will be sent.

**Contact the Board directly with all other questions
Email: questions@azdo.gov or Phone: 480-657-7703**