

Dear Licensee,

DC Health is happy to announce that the renewal portal for the **Board of Podiatry** is now **LIVE!**

DC Health is no longer utilizing paper renewal applications. Renewals must be completed online. Our licensure portal has enhanced features such as the ability to upload your continuing education documents. Licensees are also encouraged to have any and all supplemental documents (e.g. responses to screening questions, proof of continuing education (CE), etc.) scanned and ready for upload before starting the renewal process to avoid any delays.

DC Health Renewal Licensing Portal Page link:

<https://dohlicenseinfo.secure.force.com/dhealthrenewals/>

Please be sure to read **all** the instructions on the DC Health Renewal Licensing Portal Page.

If this is your first renewal, you will need to **create a new username** and **password** to begin.

If you are experiencing issues with creating or logging into your account, please submit a “case” to our Customer Support site: <https://dohlicenseinfo.secure.force.com/support/>.

PODIATRIST FREQUENTLY ASKED QUESTIONS

RENEWAL FEES

- **How much does it cost to renew?**
 - \$179
 - \$85 late fee after March 31, 2024 (This fee is in addition to the renewal fee)

CRIMINAL BACKGROUND CHECK (CBC) FEE

- **Do I need a Criminal Background Check?**

All licensees are required to pay a mandatory fee of \$50 for the CBC which is a name search. Processing a renewal application on average may take 3 – 5 business days while we await the results of the CBC name search. The processing time may take longer to address any holds placed on the renewal. **Licensees for renewal are not required to get a fingerprint or live scan.**

CONTINUING MEDICAL EDUCATION (CME)

- ***What are my CME requirements?***

CMEs must be taken between April 1, 2022 and March 31, 2024.

Podiatrist must complete fifty (50) hours of approved CMEs to include:

- At least ten percent (10%) or five (5) hours of the 50 required CMEs shall be in the subjects related to public health: [Policy Statement on Identifying Public Health Issues for Continuing Education](#).
- Two (2) hours of the fifty (50) required CMEs shall be in cultural competence and appropriate clinical treatment specifically for individuals who are lesbian, gay, bisexual, transgender, gender non-conforming, queer, or questioning their sexual orientation or gender identity and expression.
- Twenty-five (25) CME credits shall be directly related to the practice of podiatric medicine.
- The additional CME credits may include the cardiopulmonary resuscitation (CPR) certification and CME offering through professional or scientific meetings of local, state, regional, national, or international professional or scientific organizations.

Please note, for this 2024 renewal period, continuing medical education requirements may be satisfied through approved online continuing education courses.

ALL First Time Renewal Applicants: If you are renewing for the **first time**, CMEs are not required.

- ***How come I am not able to upload my CME documents?***

Several users have stated they are unable to upload proof of having completed their CMEs. Our IT department has identified certain issues with document uploads on browsers **OTHER** than Google Chrome or Firefox. If you are not using the most up-to-date versions of Google Chrome or Firefox, first try uploading your CME document using these web browsers {Google Chrome/Firefox}. To submit your uploaded CMEs, you must **WRITE** something in the continuing education **DESCRIPTION BOX**. For example, you may write *"I have uploaded all my CMEs or CMEs are attached"*.

Finally, if you still have upload issues, you can submit your renewal application by selecting the ***"I will complete my CMEs by March 31, 2024"*** option in the CME category of the renewal application. By selecting this, you can skip the document uploads and proceed with the rest of your application so you may renew your license on time.

INFORMATION ABOUT CONTINUING MEDICAL EDUCATION AUDITS

- ***Will I be audited?***

After the renewal you may be audited and required to submit continuing medical education (CME) documents to the Board. CMEs must be taken between **April 1, 2022 and March 31, 2024**. The required continuing medical education units are listed above.

RENEWAL CONFIRMATION

- ***How can I get confirmation of my renewal?***

All licensees who submit a renewal application will receive a confirmation email from DC Health. For licensees who have not received a confirmation email, you should log back into the system and check to ensure you entered the correct email address as any typos will result in the confirmation email not being sent to you correctly. Licensees should also check their spam filters to ensure the confirmation email did not accidentally go to their spam junk or trash folders.

If you've checked all the above, but still have not received a confirmation email, you should submit a "case" to our Customer Support site:

<https://dohlicenseinfo.secure.force.com/support/>.

DC Health does not issue hard copies of the renewed license. Approved renewal applicants will receive an electronic license to the email address on file.

PAYMENT ISSUE

- ***Why isn't my credit card accepted?***

The renewal system will only accept Visa or MasterCard credit cards for payment.

Please ensure you entered the correct information for your payment. Once the payment has been received, a receipt will be sent to your email of record.

If you are using a Visa or MasterCard, but are still having issues, please submit a "case" to our Customer Support site: <https://dohlicenseinfo.secure.force.com/support/>. Our IT department is reviewing any and all reported errors, and we will update our licensees as more information becomes available.

Prescription Drug Monitoring Program (PDMP)

Mandatory PDMP registration and Mandatory PDMP query are now law in the District of Columbia. The passage of [The Health Care Reporting Amendment Act of 2020](#) requires you to register for the program.

If you are not registered for the program, you will not be able to renew your professional license.

If you are registered with the DC PDMP, no further action is required.

To register for the DC PDMP, please visit our website at: <https://districtofcolumbia.pmpaware.net/login>. Once there, click, "Create an Account" to begin the registration process. Those without a DEA number may register as a "Prescriber without DEA".

The passage of the Prescription Drug Monitoring Program Query and Omnibus Health Amendments Act of 2020 requires you to query the PDMP:

- Prior to prescribing or dispensing an opioid or benzodiazepine for more than seven (7) consecutive days and
- Every ninety (90) days thereafter while the course of treatment or therapy continues, or
- Prior to dispensing another refill after ninety days

For more registration information, refer to the [User Support Manual](#) available on the DC PDMP website. If you have any questions or concerns about navigating the system, please contact APPRISS technical support directly at (855) 932-4767 for 24/7 technical assistance.

If you would like to review the DC PDMP laws and regulations, user guides, and frequently asked questions (FAQs), please visit the DC PDMP website at <https://dchealth.dc.gov/pdmp>.

If you have questions about the program, please submit them in writing to doh.pdmp@dc.gov.

HELPFUL TIPS TO REMEMBER

- The deadline for renewal is **March 31, 2024**.
- CAREFULLY read all renewal screening questions.
- Do not answer “Yes” to paid-inactive question unless you intend to be inactive.
- If you respond “Yes” to a screening question(s) **you MUST provide complete documentation before your license will be renewed.**
- The continuing education (CE) requirements may be satisfied through approved internet continuing education courses.
- **If you are not registered for the DC PDMP, you will not be able to renew your professional license.**

Refer to the below Board’s webpage link for additional information.

[Board of Podiatry](#)

DC Health greatly appreciates your patience during this time and looks forward to your feedback.

Sincerely,
DC Board of Podiatry