

Dear Licensee,

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

The licensure renewal for the Board of Physical Therapy is scheduled to start on the **first week of November** and will end on **January 31, 2025**. **Please note that the Criminal Background Check (via Name Search, Not fingerprinting) portion of the renewal process may take longer than expected. Therefore, it is highly recommended that you renew your license early to avoid delays in the renewal process and ensure that you can continue practicing without interruptions.** If your license is not renewed by the close of business on **January 31, 2025**, you will not be allowed to practice in the District of Columbia.

It is important to remember that practicing with an expired license is illegal and could lead to disciplinary action by the Board of Physical Therapy. Licensees can renew within the 60-day grace period (February 1, 2025, to March 31, 2025) with an \$85 late fee assessment. Additionally, please be aware that the renewal fees for the Board of Physical Therapy are \$179.00 for physical therapist and physical therapist assistants.

Please note the license will expire on the last day of your birthday month. If your birthday falls on an odd year your next expiration date will be on an odd year and same for even year birthdays. This will apply to all new applicants and renewal applicants.

RENEWAL OPTIONS

1. Online Only.

HELPFUL TIPS TO REMEMBER

1. **The deadline for renewal is January 31, 2025.**
2. CAREFULLY read all renewal screening questions.
3. If you respond “yes” to a screening question(s) you **MUST** provide complete documentation before your license is renewed.
4. If you respond “no” to the continuing Education completion question, you **MUST** provide complete documentation before your license will be renewed.
5. To place your license on PAID INACTIVE Status, please complete the renewal portal online and select the paid inactive status option

You may begin the renewal process by using the below DC Health Renewal Licensing Portal Page link.

- <https://dohlicenseinfo.secure.force.com/dchealthrenewals>

Please read all the instructions on the DC Health Renewal Licensing Portal Page.

If you are experiencing issues with your renewal that is not identified below, please submit a “case” to our Customer Support site: <https://dohlicenseinfo.secure.force.com/support/> . We are asking users to be

patient as we respond to all inquiries and cases on a first-come, first-serve basis.

BOARD OF PHYSICAL THERAPY FREQUENTLY ASKED QUESTIONS

RENEWAL FEES

- ***How much does it cost to renew?***
 - \$179 for Physical Therapists
 - \$179 for Physical Therapist Assistants
 - \$85 late fee after January 31, 2025 (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-based search. Licensees are not required to get fingerprinted again at this time.

CONTINUING EDUCATION UNIT (CEUs)

- ***What are my CEU requirements?***

CEs must be taken between **February 1, 2023, and January 31, 2025.**

- **Physical Therapists:** Forty (40) CEUs which shall include two (2) CEUs in LGBTQ , 10% (4 hours) of [Public Health Priorities](#) .
- **Physical Therapist Assistants:** Thirty (30) CEUs which shall include two (2) CEUs in LGBTQ, and 10% (3 hours) of [Public Health Priorities](#)
 - Please be advised that **Half of the required CEUs must be in live program.** [Live programs](#) are— continuing education activities that provide for direct, real-time interaction between presenter(s) and participants and may include, inter alia, lectures, symposia, live teleconferences, **live webinars**, workshops. [Per the Board Policy](#), LIVE, synchronous, interactive, and in REAL TIME.

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

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

Several users have stated they are unable to upload proof of having completed their CEUs. 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 CEUs document using these web browsers {Google Chrome/Firefox}. To submit your uploaded CEUs, you must **WRITE** something in the continuing education **DESCRIPTION BOX**. For example, you may write, "*I have uploaded all my CEUs, or CEUs are attached*".

Finally, if you still have upload issues, you can submit your renewal application by selecting the **"I will have completed my CEUs by January 31, 2025"** option in the CE 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 EDUCATION AUDITS

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

After the renewal you may be audited and required to submit continuing education documents to the Board. CEUs must be taken between **February 1, 2023, and January 31, 2025**. The required continuing 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 that states your license has been approved, and include a digital copy of your new license, **or** your renewal application has been sent to staff for further review. (**Note: Licensees who place their license in Paid Inactive Status will not receive a digital license.**) DC Health is not currently issuing hard copies of the renewed license.

For licensees who've 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 of the above, but still have not received either a confirmation email or a copy of your license, you should submit a "case" to our Customer Support site:

<https://dohlicenseinfo.secure.force.com/support/>. Our IT department will review any and all reported errors, and we will update our licensees as more information becomes available.

PAYMENT ISSUE

- ***Why isn't my credit card being 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.

**Health Regulation &
Licensing Administration**

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

HELPFUL TIPS TO REMEMBER

- The deadline for renewal is **January 31, 2025**.
- CAREFULLY read all renewal screening questions.
- If you respond "yes" to a screening question(s) you MUST provide complete documentation before your license will be renewed.
- Failure to meet the vaccination requirement can result in disciplinary action including suspension and revocation of your license.

Please refer to the District of Columbia Municipal Regulations for [Board of Physical Therapy](#) for any additional questions regarding Physical Therapy and Physical Therapist Assistant.

DC Health greatly appreciates your patience during the implementation of the new renewal system and looks forward to your feedback.

Sincerely,
DC Board of Physical Therapy