

USER GUIDE 2018 RENEWALS

Welcome to the 2018 Licensure Renewal cycle! Licensees who have an active license may now renew their license(s) by going to <http://dohlicenseinfo.force.com/dchealthrenewals>.

Once Licensees have gone to the renewal site, they will be guided through the **DC Health Licensing portal** and can accomplish the following:

- Read the Instructions;
- “Sign Up” and “Login” to the DC Health Licensing portal using the newly created Username and Password.
- Upload relevant documents as may be required for renewal (e.g., proof of Continuing Education, Clean Hands Certificate, etc.);
- Navigate through the following tabs:
 - ✓ **Applicant** – View Licensee information (e.g., name, address, phone number, etc.);
 - ✓ **License** – View all DC Health Licenses held by the Licensee;
 - ✓ **Address** – Update Home and Business addresses and select Preferred Mailing Address;
 - ✓ **Screening Questions** – Answer all screening questions and upload supporting documents as applicable;
 - ✓ **Workforce Survey** – Answer Workforce Survey questions (if applicable);
 - ✓ **CBC Screening** – Acknowledge and agree to DC Health CBC Screening;
 - ✓ **Name Change** – Request a Name Change and upload supporting documents (if applicable);
 - ✓ **Clean Hands** – Answer Clean Hands questions and upload supporting documents (if applicable);
 - ✓ **Applicant Affidavit** – Acknowledge all information submitted to be true;
 - ✓ **Payment** – Pay Licensing and CBC Screening fees using Credit Card.

DC HEALTH Login Sign Up

Renewal/Application BOM Continuing Education BABH Continuing Education

Please note the following before you begin your renewal process

General Information

- Please read instructions carefully before starting the online application form. Any omitted or illegible information will delay your registration.
- The manner in which information is submitted within the application is the way your certificate of registration will read. You will receive an electronic copy of your certificate in your email address provided.
- This process should take between **30-60 minutes** to complete. Please allow yourself enough time to complete the entire applicable if possible.
- All applicants must complete every section of this application and submit all required supporting documents. If you answer “Yes” to any question, you must upload your full supporting and relevant documents such as final court orders or peer review panel decisions. Failure to provide relevant information will delay the application processing time. You must upload your documents during the renewal process. After application submission, you may return to your profile and upload any additional documents requested as applicable.
- Supporting document uploads will be required if you answer “Yes” during the following sections of the application.
 - Screening questions
 - Continuing Education
 - Clean Hands
 - Name Change
- Please select “Save and Continue” at the bottom of each page to save all data entered on the page.
- False or misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Code 22-2405.

Applicant Tab

- Physicians are required to update changes to their name, home address or business address within thirty (30) days of the change and within the renewal cycle as applicable.
- Failure to do so may result in disciplinary action; it is imperative that you review and update your information at this time.

Address Tab

- Home: A P.O. Box may NOT be used for an address. Home address information will NOT be made available to the public.
- Business: A P.O. Box may NOT be used for an address. Business address information WILL be made available to the public.

Controlled Substance Renewals

- You must have a DC Business address
- A P.O. Box may NOT be used for an address. Business address information WILL be made available to the public.

Schedule Selection Descriptions (Please select all schedules that apply)

- **Schedule I:** The drug or other substance has a high potential for abuse; and has no currently accepted medical use in treatment in the United States or the District of Columbia or a lack of accepted safety for use of the drug or other substance under medical supervision.
- **Schedule II:** The drug or other substance has a high potential for abuse; has a currently accepted medical use in treatment in the United States or the District of Columbia or a currently accepted medical use with severe restrictions; and abuse of the drug or other substances may lead to severe psychological or physical dependence.
- **Schedule III:** The drug or other substance has a high potential for abuse; has a currently accepted medical use in treatment in the United States or the District of Columbia or a currently accepted medical use with severe restrictions; and abuse of the drug or other substances may lead to severe psychological or physical dependence.
- **Schedule III:** The drug or other substance has a potential for abuse less than the drugs or other substances in schedules I and II; has a currently accepted medical use in treatment in the United States or the District of Columbia; and abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence. **Naturopathic Physicians are limited to schedule III only**
- **Schedule III:** The drug or other substance has a potential for abuse less than the drugs or other substances in schedules I and II; has a currently accepted medical use in treatment in the United States or the District of Columbia; and abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence.
- **Schedule IV:** The drug or other substance has a low potential for abuse relative to the drugs or other substances in schedule III; has a currently accepted medical use in treatment in the United States or the District of Columbia; and abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in schedule III.
- **Schedule V:** (Naturopathic Physicians are limited to schedule III only) The drug or other substance has a low potential for abuse relative to the drugs or other substances in schedule IV; has a currently accepted medical use in treatment in the United States or the District of Columbia; and abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in schedule IV.

Name Change

- If you have legally changed your name since the last renewal, you will need to provide proof of your name change in the form of a court order, marriage certificate, driver’s license, and/or passport.


Application Submission


- Please agree to the Applicant Affidavit in the application by selecting “Agree”.
- I hereby attest that the information given in this application, including all writings and exhibits attached hereto, is true and complete to the best of my knowledge. I understand that the making of a false statement on this application, including all writings and exhibits attached hereto, is punishable by criminal penalties.

Last Page

- Please complete your Physician Profile
- Please register for Prescription Drug Monitoring Program after you complete your application, a registration link will be provided.
- Please return to your profile to do any of the following:
 - Upload additional documents
 - Renew additional licenses as applicable
 - View your submitted application

Contact Support
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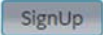

To assist Licensees with the renewal process, DC Health has created this detailed User Guide that will walk users through each step of the renewal process and answer any questions licensees may have. If a licensee runs into an issue with the renewal process, or has questions about a certain portion of the renewal, they may click on the  button located at the top of the page, which will allow them to submit a support ticket. Users will need to provide details on the issue or question they have, which will then be responding to on a first come, first serve basis by DC Health support staff. This new support system will allow DC Health to streamline our support processes, allowing for more expedient response times, as well as concise tracking of any issues affecting the renewal process.

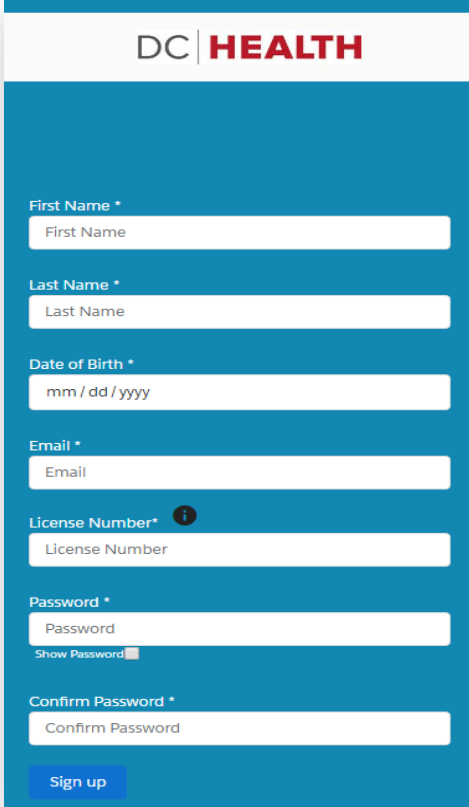
To avoid delays in the renewal application process, Licensees should have any and all relevant documents scanned and stored on their desktop in .pdf format, ready for upload (e.g., proof of CE, supplemental screening questions documents, etc.). If you don't have those documents ready, but have already begun the renewal process, no worries. Licensees can save their progress at any time by clicking on the button  located at the bottom right of the renewal application.

On to renewals!

**The User Guide continues on the next page with
“STEP 1 – REGISTRATION & LOGIN”**

STEP 1 – REGISTRATION & LOGIN

- Go to <http://dohlicenseinfo.force.com/dchealthrenewals> to access the 2018 renewal website. This is the exclusive location to renew your District of Columbia Health Professional License.
- As this renewal system is brand new, **ALL** licensees are required to first register before accessing the renewal system. Click on the  button located at the top of the page to begin the registration process.
- In order to register, Licensees must provide the following:
 - First Name
 - Last Name
 - Date of Birth
 - Email Address
 - License Number¹
- Licensees will also need to create a Password, and then confirm the Password.
- Once the Licensee has entered the required information, a confirmation email will be sent to the email address provided.
- Following successful registration, users will then be able to return to the renewal page at <http://dohlicenseinfo.force.com/dchealthrenewals>, where they can login and begin their renewal application. Click on the  button located at the top of the page to begin the renewal application.
- Once logged in, Licensees will be taken to the first “tab” of the renewal process – Applicant.




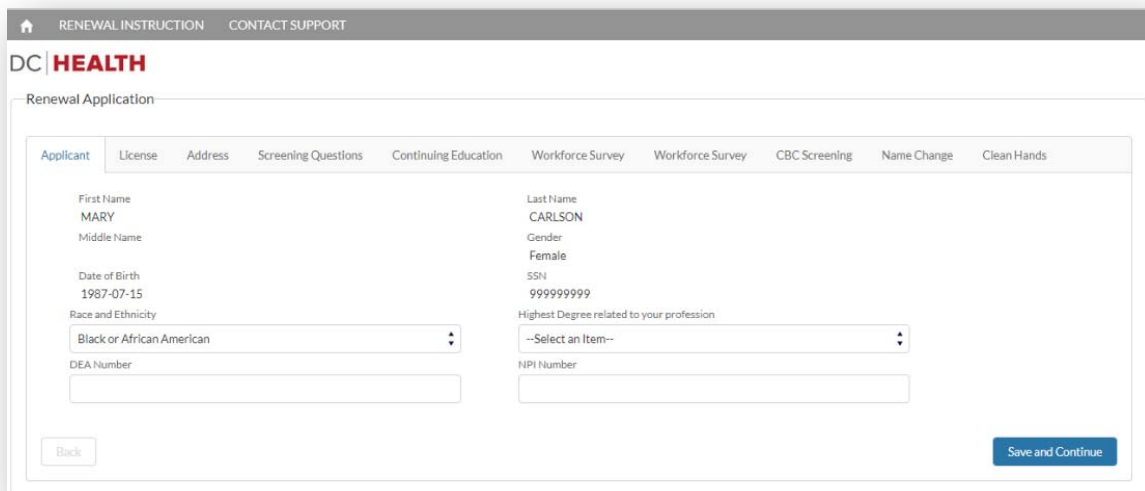
The screenshot shows the registration form for DC Health. The form is titled "DC HEALTH" and includes the following fields: First Name *, Last Name *, Date of Birth * (mm/dd/yyyy), Email *, License Number* (with a red question mark icon), Password *, Show Password checkbox, Confirm Password *, and a Sign up button.

**The User Guide continues on the next page with
“STEP 2 - APPLICANT”**

¹ Licensees can look up their license number online by visiting <https://app.hpla.doh.dc.gov/Weblookup/>.

STEP 2 - APPLICANT

- The first tab of the 2018 renewal process is the “Applicant” page.
- Licensees will be presented with pre-populated fields containing their name, date of birth, gender, and social security number.
- For those applicants who have not provided a social security number previously, or who were contacted by DC Health regarding missing information, you can update this data prior to entering the renewal portal by going to <https://dohlicenseinfo.secure.force.com/BOM/>.
- DC Health is also adding two (2) new data points, DEA number and NPI number. This information will help DC Health track and identify licensees across the many different programs they may be involved in (e.g., DC PDMP, DC Controlled Substance Registration, Medical Reserve Corps, etc.).
- Once Licensees have reviewed and confirmed this information, they will click on the  button to continue to the “License” tab.



RENEWAL INSTRUCTION CONTACT SUPPORT

DC HEALTH

Renewal Application

Applicant License Address Screening Questions Continuing Education Workforce Survey Workforce Survey CBC Screening Name Change Clean Hands

First Name
MARY

Middle Name

Date of Birth
1987-07-15

Race and Ethnicity
Black or African American

DEA Number

Last Name
CARLSON

Gender
Female

SSN
999999999


Highest Degree related to your profession
--Select an Item--

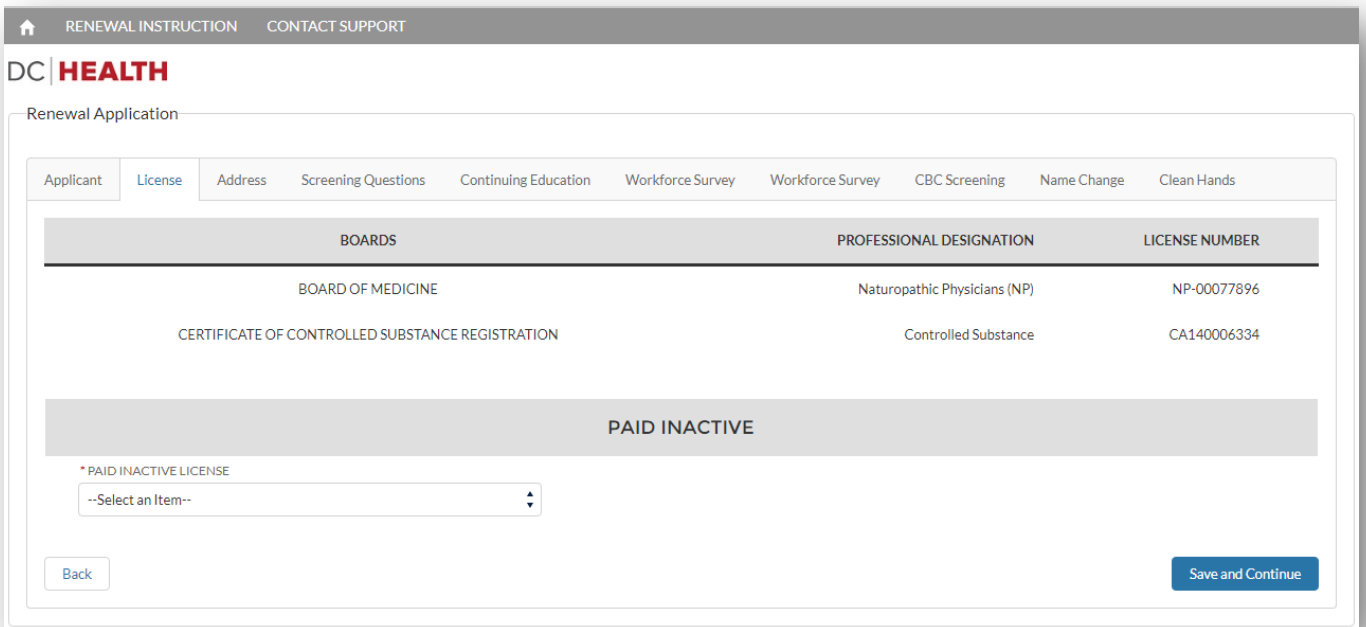
NPI Number

Back Save and Continue

The User Guide continues on the next page with
“STEP 3 – LICENSE”

STEP 3 - LICENSE

- The second tab of the 2018 renewal process is the “License” tab.
- Licensees will see every license issued to them by DC Health **that is currently up for renewal**. Any license not yet up for renewal will not be shown.
- Licensees will have to choose whether they want to place their license in Paid Inactive status, or if they want to renew their license. In either scenario, Licensees will still need to complete the renewal application and submit any documents as required. Licensees will also need to pay the requisite fee at the end of the renewal process.
- Once Licensees have reviewed and complete this tab, they will click on the  button to continue to the “Address” tab.



The screenshot shows the DC Health Renewal Application interface. At the top, there are navigation links for "RENEWAL INSTRUCTION" and "CONTACT SUPPORT". The DC Health logo is prominently displayed. Below the logo, the "Renewal Application" section is active, with a tabbed interface. The "License" tab is selected, showing a table of licenses. The table has three columns: "BOARDS", "PROFESSIONAL DESIGNATION", and "LICENSE NUMBER". Two licenses are listed: one for the Board of Medicine (Naturopathic Physicians (NP)) with license number NP-00077896, and one for the Certificate of Controlled Substance Registration (Controlled Substance) with license number CA140006334. Below the table, there is a "PAID INACTIVE" section with a dropdown menu labeled "* PAID INACTIVE LICENSE" and "--Select an Item--". At the bottom of the form, there are "Back" and "Save and Continue" buttons.

BOARDS	PROFESSIONAL DESIGNATION	LICENSE NUMBER
BOARD OF MEDICINE	Naturopathic Physicians (NP)	NP-00077896
CERTIFICATE OF CONTROLLED SUBSTANCE REGISTRATION	Controlled Substance	CA140006334

* PAID INACTIVE LICENSE
--Select an Item--

The User Guide continues on the next page with
“STEP 4 – ADDRESS”

STEP 4 - ADDRESS

- The third tab of the 2018 renewal process is the “Address” tab.
- In the “Address” tab Licensees will be able to view their current address on file with DC Health. This is also where Licensees will be able to update their contact information, including selecting which address they prefer to be their mailing address.
- P.O. Box is not an acceptable home address.
- As electronic communications are the primary way of reaching our licensees in a quick and efficient manner, DC Health is requiring email addresses from all licensees.
- Once Licensees have reviewed and confirmed this information, they will click on the [Save and Continue](#) button to continue to the “Screening Questions” tab

RENEWAL INSTRUCTION CONTACT SUPPORT

DC HEALTH

Renewal Application

Applicant License **Address** Screening Questions Continuing Education Workforce Survey Workforce Survey CBC Screening Name Change Clean Hands

PREFERRED MAILING ADDRESS

Preferred Mailing Address
--Select an Item--

HOME ADDRESS

(NOTE: A P.O. BOX MAY NOT BE USED FOR AN ADDRESS. PLEASE PROVIDE A VALID STREET ADDRESS.)

* Street 1
abcd

* Street 2
ABCD2

* City
Columbia

* State
District of Columbia

* Zip Code
546789

* Country
United States

* Email Address

* Phone Number

PRIMARY PRACTICE LOCATION

(NOTE: IF YOU ARE RENEWING YOUR CONTROL SUBSTANCE LICENSE YOU MUST USE A D.C. BUSINESS ADDRESS.)

The User Guide continues on the next page with
“STEP 5 – SCREENING QUESTIONS”

STEP 5 – SCREENING QUESTIONS

- The fourth tab of the 2018 renewal process is the “Screening Questions” tab.
- The Screening Questions are designed to obtain information from Licensees on relevant issues to the renewal approval process.
- If a “Yes” response is ever given to a screening question, Licensees will be required to not only provide a written response in the Description box, but will also need to upload and attachments any relevant documents. If a written description is not given, or if a relevant document is not attached, Licensees will NOT be able to continue with the renewal application.
- Once Licensees have answered each screening questions and provided any and all written responses and relevant documents, they will click on the [Save and Continue](#) button to continue to the “Continuing Education” tab.

The screenshot shows the 'DC HEALTH' Renewal Application interface. At the top, there are navigation links for 'RENEWAL INSTRUCTION' and 'CONTACT SUPPORT'. Below the header, the 'Renewal Application' section contains a series of tabs: 'Applicant', 'License', 'Address', 'Screening Questions' (which is the active tab), 'Continuing Education', 'Workforce Survey', 'Workforce Survey', 'CBC Screening', 'Name Change', and 'Clean Hands'. The 'Screening Questions' section is titled 'SCREENING QUESTIONS' and contains four questions, each with a dropdown menu for the answer, a text box for a description, and an 'Add attachment' button with 'Upload Files' and 'Or drop files' options.

* Q1. Since the last renewal have you ever been arrested, charged, convicted, pled guilty to, or pled no contest to the violation of any federal, state or other statute or ordinance constituting a felony or misdemeanor, including driving under the influence or while impaired, but excluding minor traffic violations?

--Select an Item--

Description Q1:

Add attachment

Upload Files Or drop files

* Q2. Since your last renewal have you been a defendant or respondent to a claim for damages or a malpractice action? If you answer "Yes", please complete the Malpractice Claims Form and submit it along with all relevant court documents (e.g., Complaint, Answer, and Final Order/Decision). A separate Malpractice Claims Form MUST be completed for each malpractice case.

--Select an Item--

Description Q2:

Add attachment

Upload Files Or drop files

* Q3. Since your last renewal have you ever voluntarily surrendered a license or registration certificate, or allowed it to lapse, after formal charges had been brought against you or while you were under investigation?

--Select an Item--

Description Q3:

Add attachment

Upload Files Or drop files

* Q4. Since your last renewal have you ever surrendered your clinical privileges, voluntarily or involuntarily, or had your clinical privileges denied, revoked, or suspended at any hospital or health care facility?

--Select an Item--

Description Q4:

Add attachment

Upload Files Or drop files

The User Guide continues on the next page with
“STEP 6 – CONTINUING EDUCATION”

STEP 6 – CONTINUING EDUCATION

- The fifth tab of the 2018 renewal process is the “Continuing Education” tab.
- Each profession renewing their license has their own Continuing Education (CE) requirements.
- For the 2018 renewal cycle, Licensees will have three (3) options when reporting their CE:

1. *I will Complete my CEs by 12-31-2018*

Licensees who select this option will not have to upload any proof of CE at the time of submission of the renewal application. However, Licensees will be required to upload proof of CE by December 31, 2018. Licensees may upload the required proof of CE by logging back in to their profile at <http://dohlicenseinfo.force.com/dhealthrenewals> and selecting the upload documents option.

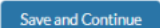
2. *First time renewal CE Exemption*

For those Licensees renewing their license for the first time, they are exempt from CE requirements. Such licensees will select this option during the renewal process.

3. *I have completed my CEs*


Licensees who select this option will need to upload proof of CE now. Such documentation should be in pdf format, and can be either individual course certificates, CE transcripts from an accrediting body (e.g., ABMS or AOA), or other documentation, so long as it clearly demonstrates who the course is accredited by, course title, amount of CEs granted, and any other relevant documentation so DC Health staff can ensure Licensees have met the requisite CE requirements.

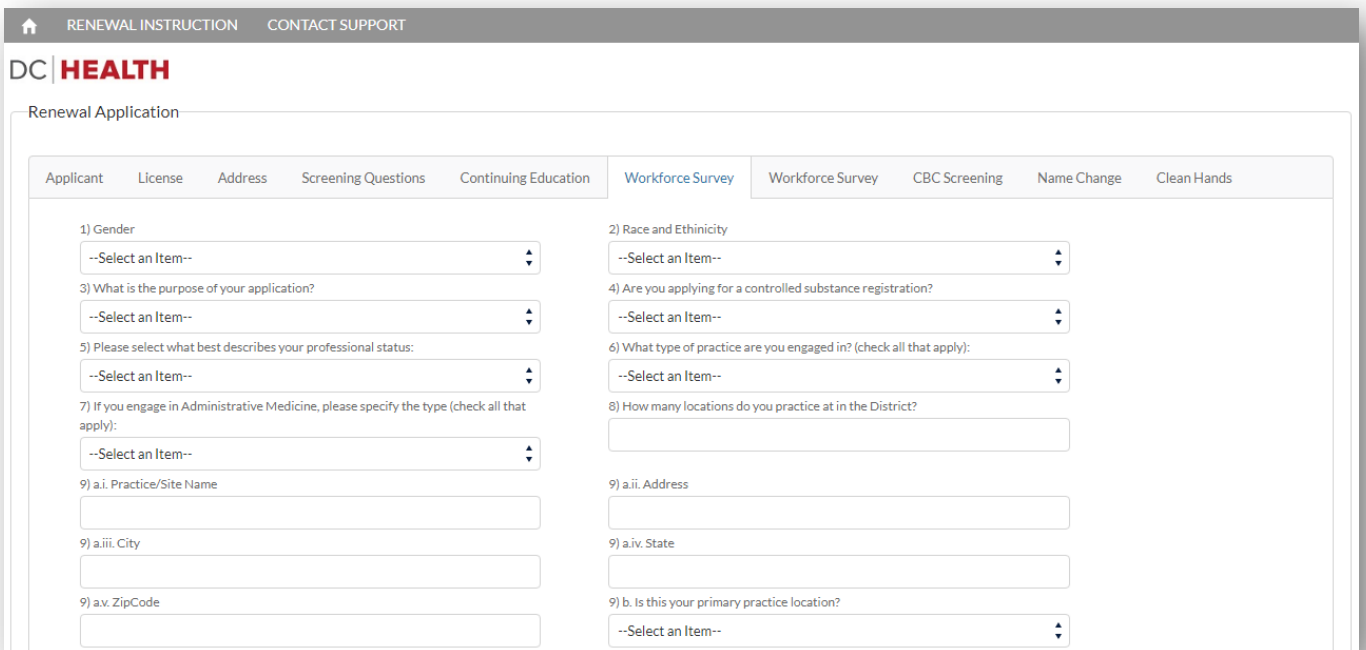
The screenshot shows the 'Renewal Application' web form for DC Health. The 'Continuing Education' tab is selected. Below the navigation tabs, there is a list of CE requirements for various professions. A dropdown menu is open, showing three options: 'I will Complete my CEs by 12-31-2018', 'First time renewal CE Exemption', and 'I have completed my CEs'. The 'I will Complete my CEs by 12-31-2018' option is currently selected. At the bottom of the form, there are 'Back' and 'Save and Continue' buttons.

- Whether licensees choose to upload their CE's at the time of renewal, or afterwards, **all Licensees will need to submit proof of CE.**
- Following completion of the 2018 renewal cycle, random audits of various professions may occur. If a Licensee is selected for audit, they will be contact via email and/or regular email with instruction on how to proceed.
- Once Licensees have made their CE selection and upload any relevant documents, they will click on the  button to continue to the "Workforce Survey" tab.

**The User Guide continues on the next page with
"STEP 7 – WORKFORCE SURVEY"**

STEP 7 – WORKFORCE SURVEY

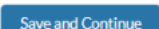
- The sixth and seventh tabs of the 2018 renewal process are the “Workforce Survey” tabs (**Physicians and Physicians Assistants Only**).
- The Workforce Survey is an integral part of the renewal process, as it is used to gather relevant and up to date information from DC licensed health care practitioners on important health care issues effecting District residents.
- The Workforce Survey is forty (40) questions long, broken into two (2) parts.
- As a reminder, if at any time during the Workforce Survey, or during any part of the renewal process for that matter, a Licensee needs to leave the renewal application, they can save their progress by clicking on the  button.

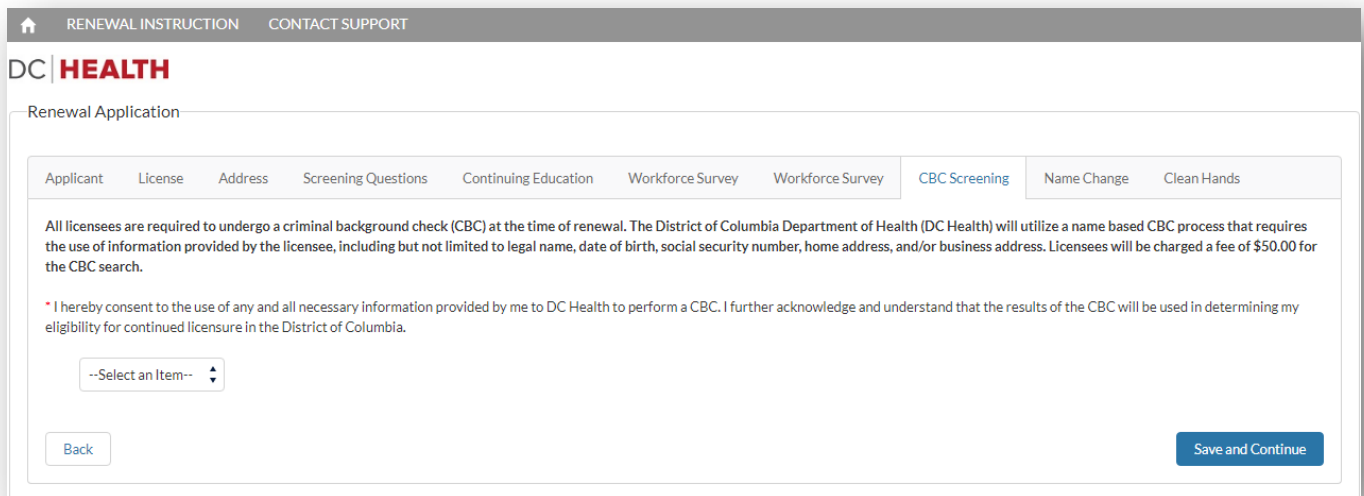


The screenshot shows the 'DC HEALTH' Renewal Application interface. At the top, there are navigation links for 'RENEWAL INSTRUCTION' and 'CONTACT SUPPORT'. The main header is 'DC HEALTH'. Below this, the 'Renewal Application' section is active, with a tabbed interface. The 'Workforce Survey' tab is selected, and it is divided into two columns of questions. The questions are numbered 1 through 9, with some having sub-questions (a.i., a.iii., a.iv., a.v.). The questions include: 1) Gender, 2) Race and Ethnicity, 3) What is the purpose of your application?, 4) Are you applying for a controlled substance registration?, 5) Please select what best describes your professional status:, 6) What type of practice are you engaged in? (check all that apply):, 7) If you engage in Administrative Medicine, please specify the type (check all that apply):, 8) How many locations do you practice at in the District?, 9) a.i. Practice/Site Name, 9) a.ii. Address, 9) a.iii. City, 9) a.iv. State, and 9) a.v. ZipCode. Each question is followed by a dropdown menu or a text input field.

The User Guide continues on the next page with
“STEP 8 – CBC SCREENING”

STEP 8 – CBC SCREENING

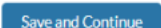
- The eighth tab of the 2018 renewal process is the “CBC Screening” tab.
- Another new feature in the 2018 renewal period is the Criminal Background Check (CBC).
- Prior to the initial issuance of a license, all licensees must undergo a fingerprint based CBC. For this year’s renewal, **all Licensees must undergo a new name based CBC.**
- Licensees will not have to go to any 3rd part website or physical location to complete the CBC process, but will instead only need to agree to allow DC Health to utilize their information on file to perform a name based CBC and then pay the required fee (\$50.00) at the end of the entire renewal application.
- While Licensees may choose not to agree to a CBC, doing so will prevent said Licensees from continuing with the renewal process.
- Should any positive results come back from the CBC, staff from DC Health will reach out to Licensees to obtain more information.
- Once Licensees have agreed to the name based CBC and made the appropriate selection, they will click on the  button to continue to the “Name Change” tab.

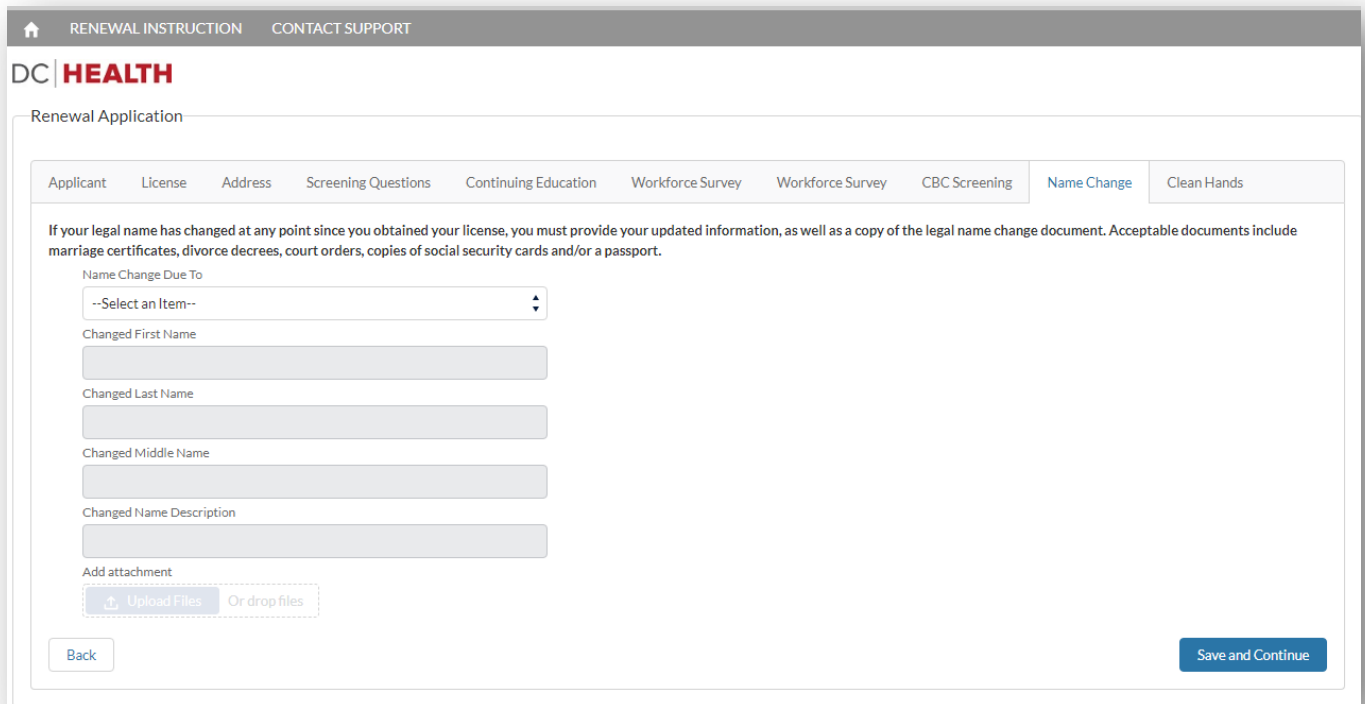


The screenshot shows the DC Health Renewal Application interface. At the top, there are navigation links for "RENEWAL INSTRUCTION" and "CONTACT SUPPORT". The DC Health logo is prominently displayed. Below the logo, the "Renewal Application" section is visible, featuring a horizontal menu with tabs for "Applicant", "License", "Address", "Screening Questions", "Continuing Education", "Workforce Survey", "Workforce Survey", "CBC Screening" (which is currently selected), "Name Change", and "Clean Hands". The main content area contains a paragraph explaining the CBC process: "All licensees are required to undergo a criminal background check (CBC) at the time of renewal. The District of Columbia Department of Health (DC Health) will utilize a name based CBC process that requires the use of information provided by the licensee, including but not limited to legal name, date of birth, social security number, home address, and/or business address. Licensees will be charged a fee of \$50.00 for the CBC search." Below this text is a consent statement: "* I hereby consent to the use of any and all necessary information provided by me to DC Health to perform a CBC. I further acknowledge and understand that the results of the CBC will be used in determining my eligibility for continued licensure in the District of Columbia." A dropdown menu with "--Select an Item--" is positioned below the consent text. At the bottom left, there is a "Back" button, and at the bottom right, there is a "Save and Continue" button.

The User Guide continues on the next page with
“STEP 9 – NAME CHANGE”

STEP 9 – NAME CHANGE

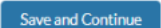
- The ninth tab of the 2018 renewal process is the “Name Change” tab.
- **The name change section is for legal names changes only.**
- For any Licensee who has had their legal name changes in the past two (2) years (i.e., since the last renewal), they will need to submit their new name and relevant documentation (e.g., Marriage Certificate, Divorce Decree, Court Order, Passport, etc.).
- For all other Licensees, they may skip this section and proceed to the “Clean Hands” tab by click on the  button.

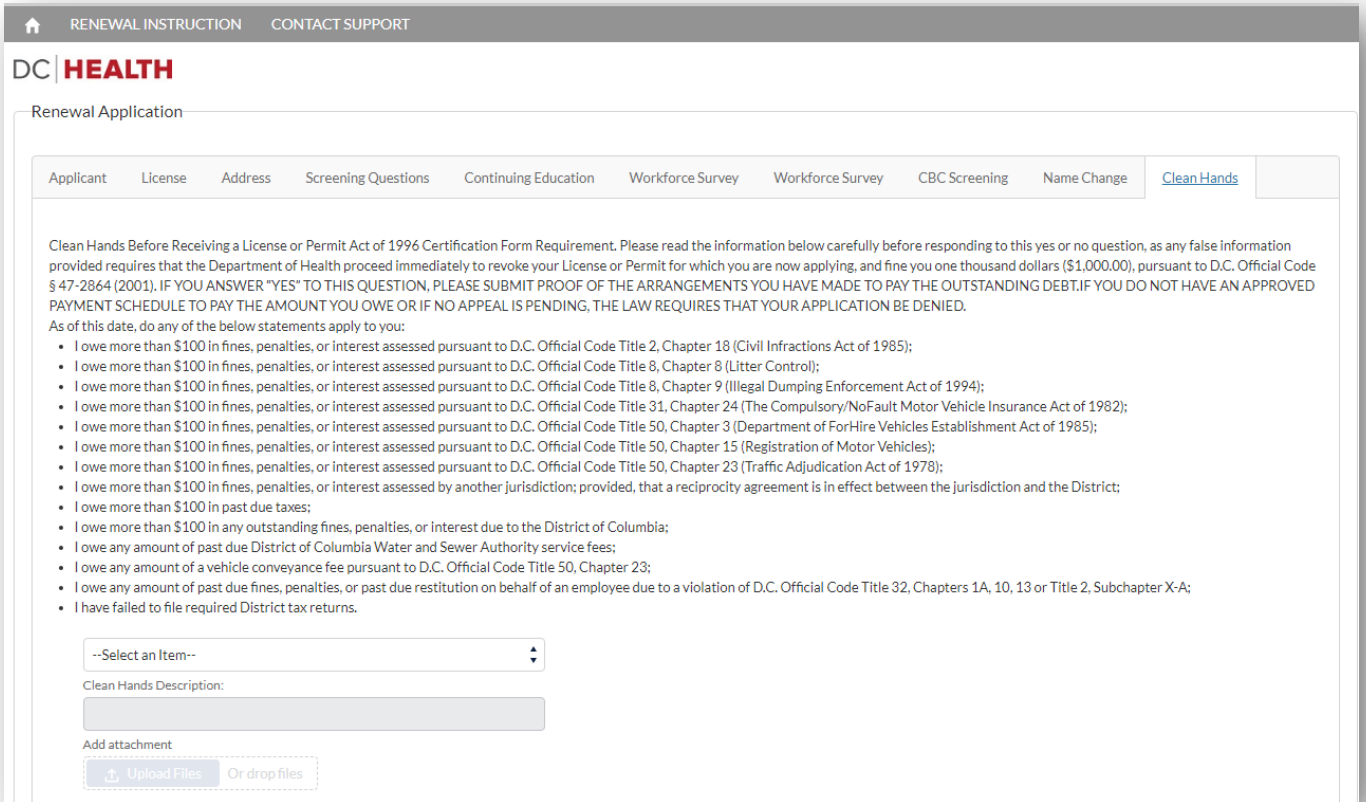


The screenshot shows the DC Health Renewal Application interface. At the top, there are navigation links for 'RENEWAL INSTRUCTION' and 'CONTACT SUPPORT'. The DC Health logo is prominently displayed. Below the logo, the 'Renewal Application' section is active, with a horizontal menu containing tabs for 'Applicant', 'License', 'Address', 'Screening Questions', 'Continuing Education', 'Workforce Survey', 'Workforce Survey', 'CBC Screening', 'Name Change', and 'Clean Hands'. The 'Name Change' tab is selected. A text instruction reads: 'If your legal name has changed at any point since you obtained your license, you must provide your updated information, as well as a copy of the legal name change document. Acceptable documents include marriage certificates, divorce decrees, court orders, copies of social security cards and/or a passport.' The form includes a dropdown menu for 'Name Change Due To' (currently showing '--Select an Item--'), and text input fields for 'Changed First Name', 'Changed Last Name', 'Changed Middle Name', and 'Changed Name Description'. An 'Add attachment' section features an 'Upload Files' button and a dashed box for 'Or drop files'. At the bottom left is a 'Back' button, and at the bottom right is a 'Save and Continue' button.

The User Guide continues on the next page with
“STEP 10 – CLEAN HANDS”

STEP 10 - CLEAN HANDS

- The tenth tab of the 2018 renewal process is the “Clean Hands” tab.
- All Licensees must attest that they do not owe more than \$100.00 to the government of the District of Columbia.
- If a Licensee selects “Yes”, stating they do owe money, they must provide a description of the debt as well as provide either a Clean Hands Certificate from the Office of Tax and Revenue (<https://otr.cfo.dc.gov/page/online-clean-hands-application>) and/or a written payment agreement from the agency to whom the debt is owed.
- Once the proper selection is made and any relevant documents are uploads, Licensees will click on the  button to continue to the final tab - “Payment”.



The screenshot shows the DC Health Renewal Application interface. At the top, there are navigation links for 'RENEWAL INSTRUCTION' and 'CONTACT SUPPORT'. The DC Health logo is prominently displayed. Below the logo, the page title is 'Renewal Application'. A horizontal menu contains several tabs: 'Applicant', 'License', 'Address', 'Screening Questions', 'Continuing Education', 'Workforce Survey', 'Workforce Survey', 'CBC Screening', 'Name Change', and 'Clean Hands'. The 'Clean Hands' tab is currently selected and highlighted. Below the menu, there is a detailed instruction block regarding the 'Clean Hands Before Receiving a License or Permit Act of 1996 Certification Form Requirement'. This block includes a warning about the consequences of providing false information and a list of 14 conditions that would require a 'Yes' answer. Below the text, there is a dropdown menu with the placeholder text '--Select an Item--'. Underneath the dropdown is a text input field labeled 'Clean Hands Description:'. At the bottom of the form, there is an 'Add attachment' section with two options: 'Upload Files' and 'Or drop files'.

The User Guide continues on the next page with
“STEP 11 – PAYMENT”

STEP 11 - PAYMENT

- The final tab of the 2018 renewal process is the “Payment” tab.
- Here Licensees can see all the licenses they have up for renewal, along with the relevant fees broken down for each licensee type, as well as the CBC fee.
- Should Licensees desire not to renew all their licenses (or to go Paid Inactive), they will simply uncheck the box next to that license, indicating they do not want to submit a fee for that license.
- Once all licenses have been selected, the Licensee will then enter their credit card and other required information necessary to submit payment.
- Once payment has been made, a window will be displayed confirming your renewal application has been submitted. Licensees will also receive an email confirmation at the address provided during the registration page.
- The confirmation email will either indicate their license has been approved and contain their new, electronic license, or will state their renewal application is pending further review by DC Health staff.
- **DC Health will NOT be issuing physical licenses this year; only electronic licenses will be issued.**
- Licensure status can also be verified by visiting <https://app.hpla.doh.dc.gov/Weblookup/>.

DC HEALTH

Renewal Application

Application | License | Address | Screening Questions | Continuing Education | Workforce Survey | CBC Screening | Name Changes | Clear Fields | Payment

First Name	Last Name	Profession	State	Purpose	Fee	Renew
John	Doe	AUDIOLOGY/SPEECH/LANGUAGE	MD	MS18123	50	<input checked="" type="checkbox"/>

*Card Number:

CVV:

*Card Expiration Month:

*Card Expiration Year:

Billing Information

Address:

City:

County:

State:

Zip Code:

Total:

Payment Amount: \$50

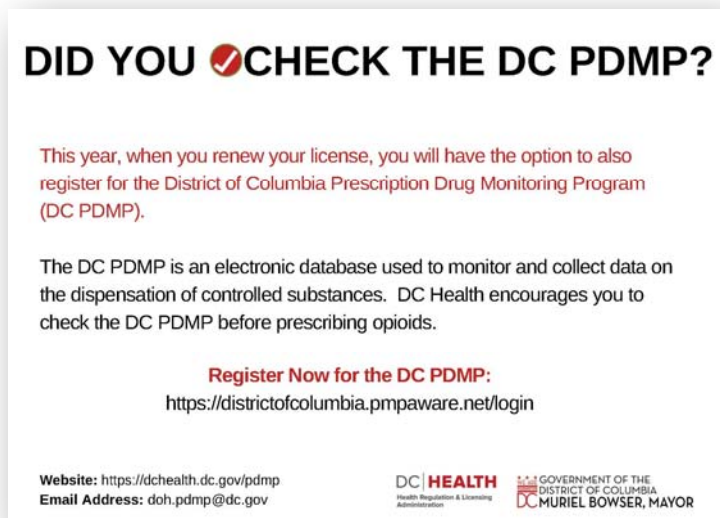
Cancel Submit

The User Guide continues on the next page with
“THANK YOU & REMINDERS”

THANK YOU & REMINDERS

DC Health thanks you for your participation and feedback during the 2018 renewal cycle. Before heading back to your hectic work lives, we would like to remind our licensees of certain programs offered by DC Health that help improve the healthcare conditions of our residents and visitors:

District of Columbia Prescription Drug Monitoring Program



DID YOU CHECK THE DC PDMP?

This year, when you renew your license, you will have the option to also register for the District of Columbia Prescription Drug Monitoring Program (DC PDMP).

The DC PDMP is an electronic database used to monitor and collect data on the dispensation of controlled substances. DC Health encourages you to check the DC PDMP before prescribing opioids.

Register Now for the DC PDMP:
<https://districtofcolumbia.pmpaware.net/login>

Website: <https://dchealth.dc.gov/pdmp>
Email Address: doh.pdmp@dc.gov

DC HEALTH
Health Registration & Licensing
Administration

GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

The Prescription Drug Monitoring Program (PDMP) aims to improve the District's ability to identify and reduce diversion of prescription drugs in an efficient and cost effective manner that will not impede the appropriate medical utilization of controlled substances; and to enhance patient care by providing prescription monitoring information that will assure legitimate use of controlled substances in health care, including palliative care, research and other medical and pharmacological uses.

DC Health strongly encourages all practitioners, but especially those who prescribe controlled substances or regularly work with patients who have been prescribed controlled substances, to register and utilize the DC PDMP. More information about the DC PDMP, as well as how to register, can be found online at <https://dchealth.dc.gov/vi/service/prescription-drug-monitoring-program>.

District of Columbia Medical Reserve Corps

The mission of the DC Medical Reserve Corp (MRC) is to establish a network of local volunteers who are willing to donate their time and expertise to supplement existing public health and medical resources during emergencies and other times of community need.

The DC MRC regularly participates in special events including the Safeway Barbecue Battle, DC Caribbean Carnival, Presidential Inaugurations, Martin Luther King Jr. Day of Service as well as participating in numerous drills and exercises.

The DC MRC is actively recruiting for medical professionals, public health professionals and administrative personnel. Licensees wanting to know more about DC MRC can go online to <https://dchealth.dc.gov/service/medical-reserve-corps>. For anyone interested in registering to become a member of the DC MRC, you can do so by visiting <https://www.dcreponds.org/>.