

## **MICP ONLINE RENEWAL INSTRUCTIONS**

Your mobile intensive care paramedic license lapses after December 31, 2016. There is no grace period — it is illegal to work if your license has lapsed.

**ONLINE RENEWAL:** You must know your license number to renew online. The number may be found on the renewal postcard mailed to you, and may include letters and/or numbers. If you do not know your license number, you may find it by checking your license record on the [Professional License Search](#) page.

Complete all sections of the online renewal application. Payment is made by credit card. We accept Visa and MasterCard.

***Your renewal will not be complete*** after finishing the online renewal process until division staff receives the following required documents and completes the processing of your license renewal:

- (1) Evidence of your successful course completion for the advanced cardiac life support provider or advanced cardiac life support instructor course.
- (2) Evidence of your successful course completion for an approved basic life support course
- (3) Completed Sponsor Physician Recommendation form, signed by all current supervising physicians
- (4) Your required explanation and documentation for any “yes” responses to the Professional Conduct questions.
- (5) A copy of the confirmation page from this online renewal process

Print the confirmation page at the end of the payment process. Submit the confirmation page along with the above-listed documents. You may submit these items by one of the following methods:

- Email your documents along with the confirmation page to [medicalboard@alaska.gov](mailto:medicalboard@alaska.gov), include your name and license number in the subject line or your email; **OR**
- Fax to (907) 465-2974, using your confirmation page as the fax cover sheet; **OR**
- Mail your documents along with the confirmation page to:

**Alaska State Medical Board**  
P.O. Box 110806  
Juneau, Alaska 99811-0806

When the application is complete and correct and all supporting documents have been received and all fees have been paid the license will be issued and sent to you. If the application is not approved for licensure, a written explanation of the basis of that denial and information on how to appeal the decision will be provided.

**Documents must be sent with the payment confirmation page for timely processing, and must be received by December 31, 2016 to avoid lapse of license.**

Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

Sponsor physician changes may not be made with the Sponsor Physician Recommendation form. To make sponsor physician changes, you must file the Addition or Change of MICP Sponsor form.

You may download a paper renewal application, the Sponsor Physician Recommendation, or other needed forms from the [Medical Board website](#).

**SOCIAL SECURITY NUMBERS:** AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a social security number,

your license may not be renewed online. Download the Request for Exception from SSN Requirement form from the [Division website](#) and the paper renewal from the [Medical Board website](#). Fill out both forms and submit with the renewal fee by mail.

**PRINTED LICENSE:** Your license will be mailed to you within two weeks of a successful renewal. Until your license is received, you may verify renewal of your license by checking your license record on the [Professional License Search](#) page.

**EFFECTIVE DATE OF RENEWED LICENSE:** The effective date of a renewed license will be the date a complete renewal application is filed with the Division as determined by 12 AAC 02.920 and 12 AAC 02.940. A complete application includes all supporting documents and fees.

## **GENERAL INFORMATION**

**APPLICATION PROCESSING:** The average time to process an application is 3-4 weeks from the date it is received in this office, complete with all correct forms, supporting documents and appropriate fees paid. If the application is incomplete, the applicant will be notified of the incomplete and/or incorrect documents and fees. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

**LICENSE TERM:** There is no grace period. If you choose not to renew your license, it will lapse. It is illegal for you to practice if your license is lapsed. Licenses are issued for a two-year period and expire on December 31 of even-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. One renewal notice will be mailed at least 30 days before license expiration to the last known address of record.

**“YES” RESPONSES:** A “Yes” response in the application does not mean your application will be denied. If you have responded “Yes” to any professional fitness questions in the application, be sure to submit a signed and dated explanation, and the required documentation or letter from your treating physician.

**DENIAL OF APPLICATION:** If the application is not approved for licensure, a written explanation of the basis of that denial and information on how to appeal the decision will be provided. Please be aware that the denial of an application of licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

**RANDOM AUDIT:** The Board will conduct a random audit of ten percent of the license application renewals. If your license is randomly selected for audit, you will be contacted by separate letter within 60 days after renewal. You will be required to submit copies of your certificates and other documentation that proves you have satisfied the continuing education requirements as you have so affirmed on this renewal form. Retain your documents on file for at least four years so you can respond to audits. Do not submit your CME documents with this renewal form.

**ADDRESS OR NAME CHANGE:** In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the Division, in writing, of changes of address or name. Name and address change notification forms are available on the Division's website. The address of record with the Division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

**CERTIFIED TRUE COPIES:** If any of the required documents will be issued under a former name, indicate on the application and submit marriage license and/or court documents that are notarized as a “certified true copy of the original document”.

**PUBLIC INFORMATION:** Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the Division's website at [ProfessionalLicense.Alaska.gov](http://ProfessionalLicense.Alaska.gov) under License Search.

**ABANDONED APPLICATIONS:** Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the Division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued and all fees will be forfeited.

**LAPSED LICENSES:** If you choose not to renew your license before it lapses, you may renew the license at a later date only after meeting the requirements of regulation 12 AAC 40.025 (attached). Licenses that are expired for more than five years may not be renewed or reinstated.

**PAYMENT OF CHILD SUPPORT AND STUDENT LOANS:** If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900, or the Postsecondary Education office at (907) 465-2962 or (800) 441-2962 to resolve payment issues.

**BUSINESS LICENSES:** The status of a professional license will directly impact the status of an associated business license. Renewal applications for business licenses are mailed separately. For more information about business licenses, call (907) 465-2550 or online at: *BusinessLicense.Alaska.gov*

#### **STATUTES AND REGULATIONS:**

The complete set of statutes and regulations for this program are available by written request or may be found on the [Medical Board website](#).

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the program you want to be updated on to:

REGULATIONS SPECIALIST

Email: *RegulationsAndPublicComment@Alaska.Gov*

Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

P.O. Box 110806

Juneau, Alaska 99811-0806

#### **If you have questions:**

You may email your inquiry to [medicalboard@alaska.gov](mailto:medicalboard@alaska.gov)

You may also find the information you need by visiting the [Medical Board website](#).

Physicians (MD, DO, DPM):

- If your last name begins with the letters A through K, you may contact your licensing examiner at (907) 465-2756
- If your last name begins with the letters L through Z, you may contact your licensing examiner at (907) 465-2541.

Physician Assistants, Paramedics, Locum Tenens, and Residents:

- You may contact your licensing examiner at (907) 465-2551

**WARNING:** The Medical Board may deny, suspend, or revoke the license of a person who has obtained or attempted to obtain a license to practice medicine by fraud, deceit, or misrepresentation. The person may also be subject to criminal charges under AS 11.56.210 and AS 11.56.230.