



## License Renewal Prep

For Physicians, Osteopathic Physicians, Podiatrists, Physician Assistants, and Mobile Intensive Care Paramedics

To ease the renewal process, licensees are encouraged to REVIEW, LINK and CHECK prior to renewing. The renewal period for licenses regulated by the State Medical Board will open in mid-November 2020. Some recommendations may not apply to your license type.

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### REVIEW

- Login in to your **MY LICENSE** account: <https://www.commerce.alaska.gov/cbp/main/Secure>
  - Confirm **Relationships** and **Designations** are correct
  - New processes for **Active Collaborative Plan Renewals & Sponsor Physician Recommendation Statements**. Instructions and forms are available on the [ASMB Applications and Forms](#) page under the **Renewal** drop down.
  - **Need to Update?** Visit [ASMB Applications and Forms](#) page to **ADD/ CHANGE**. To **REMOVE/ END**, [email us](#).
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### LINK

- **LINK** your **PDMP registration** to your [MY LICENSE](#) account for easier management of both your professional license and PDMP registration. To do so, login to your into your account and select **Add Existing License**.
  - Locate your **PDMP registration number** within your MY LICENSE account under **Relationships** OR use the [Professional License Search](#) and select **Prescription Drug Monitoring Program** from the **Program** drop down menu.
  - If you do NOT have a **PDMP registration number**, complete the [online](#) or [paper](#) application as soon as possible.  
**REMINDER:** All Alaska-licensed practitioners with a DEA registration must register with the Prescription Drug Monitoring Program (PDMP) and must use the PDMP to review a patient's prescription history each time before prescribing a federally scheduled II or III controlled substance. Reporting daily to the PDMP is also required for every practitioner dispensing beyond a 3-day supply and in practice settings not exempt under AS 17.30.200(u).
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### CHECK

- **CHECK** your PDMP account in [AWARxE](#) to ensure information is correct and up to date, including **DEA registration, contact information, delegates, employer information, and other licensing credentials**.
  - Visit [PDMP Instructions and Resources](#) for additional information or [email us](#).
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**STAY INFORMED:** Subscribe to the Alaska State Medical Board's [listserv](#) to receive email notifications regarding board announcements and upcoming meetings.