



THE STATE
of **ALASKA**
*Online Renewal
Instructions*

**Department of Commerce, Community,
and Economic Development**

DIVISION OF CORPORATIONS, BUSINESS AND
PROFESSIONAL LICENSING

Congratulations!

You have opted-in to managing your license, certification, or registration online via MY LICENSE.

How is the online renewal platform different from previous renewal formats?

- Opting in to managing your license, certification, or registration via MY LICENSE will provide you with immediate access to monitoring the status of your renewal application.
- With MY LICENSE, you can now upload renewal documents directly to your renewal profile, if your licensing board or program has enabled document submissions.
- You no longer have to provide your email address since opting-in automatically captures the email address associated with your MY LICENSE account. This email address will also be used for your primary method of correspondence.

Will I still be required to submit a paper/PDF renewal application if I answer “Yes” to any of the Professional Fitness questions?

- Yes, you must provide a written statement including the dates, locations, and circumstances.
- Depending on the nature of the question, you may need to provide a “Fitness to Practice” letter from your primary care physician indicating your ability to practice safely and competently. You may also be required to submit any/all supporting documents, including court records, judging documents, and evidence of compliance with court-mandated fines or other actions.
- If you answer “Yes” to any of the professional fitness questions, you will not be able to continue with the online renewal.

INSTRUCTIONS:

1. Read renewal application instructions thoroughly.
2. Proceed with entering required and pertinent information pertaining to your license, certification, or registration.
3. If prompted to fill-out a paper renewal, you exit out and access the appropriate form on your licensing board or program’s website.
4. Fill out the attestation or signature section.
5. When finished, you can proceed to the next page to enter your payment information.