

First, a very sincere thank you to the licensees who took advantage of renewing their license during the first five months of the renewal season. We appreciate you immensely and applaud you for taking care of your business promptly.

With only 13 days left until the renewal deadline, we predictably are experiencing an extremely high call volume at present. This e-mail is intended as an additional tool to assist with the majority of inquiries we are currently receiving.

Please take advantage of the online resources available 24/7 at www.asbrt.alabama.gov. They are as follows:

The Renewal Notice -

<http://www.asbrt.alabama.gov/pdfs/2019/RenewalNotice2019.pdf>

CE Reporting Form Instructions -

<http://www.asbrt.alabama.gov/pdfs/Forms/2019/InstructionsCompletingCEReport2019.pdf>

The CE Reporting Form -

<http://www.asbrt.alabama.gov/pdfs/Forms/2019/CEReportingForm2019.pdf>

The Continuing Education Chapter of the Rules and Regulations -

<http://www.asbrt.alabama.gov/pdfs/Forms/2019/InstructionsCompletingCEReport2019.pdf>

We have taken great measures in working to address any renewal questions that could be posed in the renewal notice, the CE Reporting Form, and the Continuing Education Chapter of the Rules and Regulations (most questions from callers are covered in the renewal notice alone). If after reviewing these resources, you have any questions, please e-mail us at asbrt@leadership-alliance.org. Calls and e-mails are returned in order of receipt. Do not contact the Association for help with licensure inquiries. Just as our office cannot answer Association questions, their office cannot answer licensure questions.

Top questions currently being received in the ASBRT office regarding Renewals:

1. If I am a new licensee who had less than a two year license period, how many CE's am I required to have? You will need 1 CE hour for each month you held a license. For example, if you were initially licensed in May of 2019, you would need 1 CE hour for each month: May, June, July, August, September, and October or six (6) hours with at least three (3) in person. Please refer to the materials that were mailed with your wall certificate that covers this information in detail, but is also available in the online resources listed above.
2. How many online courses can I have? You will need to get half of your total CE's in person. For most licensees (with a full two year license period) this will be at least 12 in person with a total of 24. So, in most cases you can get 12 hours online. See question number 1 above for abbreviated licenses.
3. I didn't print my receipt and I need a copy forwarded to me. Make sure to print your receipt at the time of your online renewal. If for any reason you cannot print your receipt due to technical difficulties, please contact igovsolutions (the provider of the online renewal application) at alliance@igovsolution.net. Your bank or credit card statement can also serve as proof of payment.

4. Do I really have to mail by CE Reporting Form into the office or can I just fax it? Yes, these forms are required to be mailed. At this late stage of the renewal process, if selected for audit, most licensees overnight this information to ensure the completion of their renewal so they can work on November 1, 2019.

5. How long will it take for my audit to be processed? Count on ten (10) days for an audit to be reviewed and you to be notified if there are any deficiencies at this late stage of renewals. It is recommended, that licensees renew online by October 21, 2019, in order to allow adequate processing time for renewal if selected for random audit. Yes, you have until October 31, 2019 to renew on-time without late penalty, but if selected for audit, it will take time to process your audit materials as indicated in the renewal notice.