



STATE OF ALABAMA  
BOARD OF EXAMINERS FOR  
DIETETIC AND NUTRITION PRACTICE  
Post Office Box 300500  
Montgomery, AL 36130  
(334) 265-7125

**MEMORANDUM**

TO: LICENSED DIETITIANS/NUTRITIONIST

FROM: ELIZABETH SHEEHAN, EXECUTIVE DIRECTOR

DATE: August 1, 2019

SUBJECT: 2019-2021 LICENSE RENEWAL/ IMPORTANT RENEWAL INFORMATION

**PLEASE NOTE: ALL ALABAMA DIETETIC LICENSES EXPIRE ON SEPTEMBER 30, 2019.**

**Renewal Fee Increase:** The Board voted to increase your biennial license renewal fee from \$150 to \$200. This increase was necessary to keep the office operational in light of the rising expenses for state agencies to conduct business. The Board recognizes this imposition but appreciates your understanding.

**Online Renewals:** Online renewals will be open on August 1, 2019. The Board encourages everyone to renew online at [www.boed.alabama.gov](http://www.boed.alabama.gov). By renewing online, you receive immediate approval of your application. You will also be able to print a new license certificate and wallet identification card at the time of your renewal. The Board has worked hard to streamline the renewal process and believes it is very user-friendly. It is the Board's goal that all renewals be online by 2021.

**Mailed Renewals:** If you choose to renew by mail, all required documentation must be **received** in our office no later than September 30, 2019. Make sure you mail your renewal form at least 10-14 days prior to the September 30<sup>th</sup> deadline as it could take up to two weeks to process. Please note, if renewing by mail you will not receive a new certificate or identification card. All licensees will receive a new gold seal for their certificates in October. The website will be updated to reflect license renewals the first of every month and will be updated every Friday in September. From our website you will be able to search for yourself by name or license number and print a verification of your license at any time.

**Surrendering License:** If you wish not to renew your license for the 2019-2021 licensure cycle, please send an email to [al.dietitians@outlook.com](mailto:al.dietitians@outlook.com) with the subject of your email containing your name and license number. (Ex. "Smith, Pam #4820 – Not Renewing").

**Continuing education:** Beginning this renewal cycle the board will randomly audit licensees for compliance with CPE requirements. Each licensee is required to have 30 approved credit hours from October 1, 2017 through September 30, 2019. New licensees are required to have 1.25 hours for each month licensed. The Board will contact you directly if you have been selected for audit, at which time you will be responsible for providing documentation of your continuing education compliance.

**Acceptable CPE activities guidelines** are listed on our website under the Applications/Forms Tab.

**Late renewals:** Renewals received between October 1<sup>st</sup> and October 31<sup>st</sup> must include an additional \$125.00 late fee. License's that have not been renewed by the September 30, 2019 deadline will become invalid and you will no longer have the privilege to practice dietetics/nutrition in Alabama. A reinstatement application and a **\$525.00 fee will be required to reinstate your license after October 31, 2019.**

Questions: If you have any questions regarding renewals the best method of contact is through our email [al.dietitans@outlook.com](mailto:al.dietitans@outlook.com). You are also welcome to call or text at any time to 334-265-7125.