

RENEWAL/REINSTATEMENT FORM

	OCCUPATION / PROFESSION TITLE	RENEWAL FEE	EXPIRATION DATE	REINSTATEMENTS	
Please fill in:	Physical Therapist	\$47.00	May 31 st of odd years	Additional fees are required after expiration. See reverse for details.	
↓ NAME AND AI	DDRESS OF RECORD↓	↓ ADDRES	SS / PHONE CO	ORRECTION ↓	
ame:		ls thi	s a new address	? □ Yes □ No	
ddraca			s a new address		
daress:			ormation will be used	d for all correspondence	
ty: State: Zip:		from D	_ from DOPL. You may use a business address or PO		
hana. /			tead of a home addr		
none: ()			forwarding order. Su	tly. Do not rely on a posta Jbmit changes to	
mail:			b@utah.gov	g	
	STIONNAIRE Answer "YES" or		stion Do not leave	any guestion blank	
Please note that false, misle	eading, or fraudulent answers may result in lo	ss of licensure and/or cri	minal prosecution and a	re subject to random audit.	
1 Cinc	e offenses such as driving while impaired or intoxicated mus se the last renewal or issuance of this license				
Li Yes Li No a pl	ea in abeyance to, or entered into a deferred s	sentence with respect to a	ny felony or misdemeano	r in any jurisdiction?	
	te the last renewal or issuance of this license high jurisdiction?	nave you been charged wi	th or arrested for any fel	ony or misdemeanor in	
Dyes DNs 3. Since	ce the last renewal or issuance of this license h	nave you surrendered or h	ad any disciplinary action	n taken against a	
1 A Aro	nse to practice in a regulated profession? you currently under investigation or is any disc	cinlinary administrative o	r criminal action pending	against you now by	
Li Yes Li No any	agency?				
IF YOU ANSWERED "YES"	TO QUESTION 1, 2, 3 OR 4 ABOVE, SEE #	1A ON PAGE TWO FOR	INSTRUCTIONS ON AD	DITIONAL REQUIREMENTS.	
Please Select ONE:	65 61 11 11	1011			
	es citizen OR a non-citizen of the Unite onal not physically present in the Unite		lly present		
_	e (please explain):				
	r State ID card:				
NOTE IS A LOCALIS		ID/License Number		piration date	
issued docume	old a US Driver's license or a US State ID, nts(s) showing evidence of lawful presenc	you must present a legi e in the United States.	ble copy of your curre	nt and valid government	
	ATURE Read the following ca		or follow the instr	ructions as indicated.	
	perjury that I am a United States citizen or a				
I also certify that I have c	completed or will complete all renewal requi	rements, if applicable, in	cluding those specified	l below before the expiration	
•	cense. I understand that I may be subject to	•	,		
	the licensee described and identified in this Itement of this license. To the best of my kn				
	ud, misrepresentation, or omission of mater				
	nspection by the public, except with regard ernment Records Access and Management			as controlled, private, or	
Social Security Numbe	×				
_	·	- Doto:	(If unable to sign ass	#1D on nogo 2 for instructions	
Signature:	DEMENTIC Consider the second	_Date:		#1B on page 2 for instructions.) Your license will automatically	
	REMENTS Specific to your license tion R156-24b-303b, during each two-yea		expire unless you rer	new it prior to its expiration date.	
commencing on June 1 of e	each odd numbered year, you must have	completed not fewer	new license is issued	s you may not practice until a l.	
than 40 Continuing Educati	ion Units (CEUs), of which at least 2 CEUs	s must be in ethics			

and/or law. If you received your initial license during the current renewal cycle, you must

DO NOT submit documentation of your CEUs unless you are audited and requested to do

only complete a pro-rata amount of CEUs for the time you were actually licensed.

SO.

Subsection <u>58-1-501(1)(a)</u> and Section <u>58-1-502</u>,

U.C.A., make it unlawful and punishable as a criminal offense to practice your occupation or

profession beyond the expiration of your license.

ADDITIONAL REQUIRED DOCUMENTATION

- A. If you answered "yes" to question 1, 2, 3, and/or 4 on the first page of this renewal, you must submit complete documentation including a personal narrative and any police arrest report, court docket, probation/parole officer report, diversion agreement, and/or plea in abeyance agreement for each and every arrest, charge, and/or conviction.
- B. If you cannot sign the Affidavit on the first of this renewal, you must submit a complete written explanation of why you cannot sign. If applicable, this explanation must include the reasons you have not or will not complete the continuing education requirements before the expiration or reinstatement of your license. DOPL personnel will reach a renewal decision on a case-by-case basis after a thorough review of your explanation. Additionally, you may be requested to provide additional information if the documentation submitted is insufficient.

CHECKLIST FOR TIMELY RENEWAL / REINSTATEMENT BY MAIL

Answer all four of the certification questions on page 1 and provide additional documentation, if applicable (#A above).
Sign the Affidavit on page 1 or submit a complete explanation of why you cannot sign (#B above).
Pay the correct fee. If reinstating a license after the expiration date, you must pay an additional reinstatement fee.
Sign your check or money order. DO NOT SEND CASH. (Make checks or money orders payable to "DOPL.")
Enclose documentation of your legal name change, if applicable.
Mail all fees, forms, and documentation to DOPL at PO Box 146741, Salt Lake City, UT 84114-6741.

LEGAL NAME CHANGE: If your legal name has changed, you must verify the change by submitting a copy of a marriage certificate, divorce decree, court order, social security card, or contractor name change form. If your name change represents a new business entity, you must submit a new application for licensure before beginning practice as the new entity.

<u>ADDRESS OR EMAIL CHANGE:</u> You must keep your address current with DOPL, including your email address. You cannot rely on postal service forwarding. Submit changes online at www.dopl.utah.gov. (If licensed as an entity, including sole proprietor, you must also notify the Utah Division of Corporations of any change: (801) 530-4849.)

<u>TIMELY RENEWAL</u>: You are responsible to comply with all renewal / reinstatement requirements stated in statute and rule. Your license will automatically expire unless you renew it prior to its expiration date. Therefore, you are encouraged to immediately submit a completed Application for License Renewal / Reinstatement. You can save time by renewing online at www.dopl.utah.gov where you can immediately print out a confirmation of renewal.

<u>APPLICATION APPROVAL</u>: Your application will be approved unless you do not meet the renewal / reinstatement requirements or have engaged in serious misconduct. Licenses with specific requirements listed on page 1 of this form may be subject to audit by DOPL. Those selected for audit will be notified. Please note that DOPL reserves the right to initiate action at any time against a licensee who did not meet the renewal / reinstatement requirements at the time the license was issued.

NON-REFUNDABLE FEES: Renewal fees paid with this application are for processing your request for renewal of licensure and are non-refundable. Please be aware that simply paying the fees does not mean that your license will be automatically renewed unless you meet the current renewal requirements and thereby qualify for a renewed license.

REINSTATEMENT FEES: If you fail to timely renew your license, you will be subject to the following conditions:

- If you are reinstating your license within 30 days after the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$20.00 for **EACH** license being reinstated.
- If you are reinstating your license after 30 days and within two years of the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$50.00 for **EACH** license being reinstated. (*Reinstating Lien Recovery Fund members must also submit another \$50.00 in addition to any special LRF assessments.)*
- Fees are subject to change each July 1. If listed, the fees on the application are current at the time printed. Please verify the current fee at www.dopl.utah.gov if applying for reinstatement more than one year following expiration of your license.

NOTICE: If you fail to reinstate your license within two years of the expiration date of your license, you must submit a new application, meet current requirements for licensure, and pay the fees specified in subsection R156-1-308g (3). Contact DOPL for assistance if reinstating after two years of expiration.

ON-LINE RENEWAL INFORMATION: Most professional licenses can be renewed on-line at www.dopl.utah.gov by using a credit or debit card and a unique "Renewal ID Number" (similar to a pin number). This timesaving system allows for convenient license renewal. The updated license should be emailed to the email in your record on the next business day. Contact DOPL if you do not have a renewal ID number.

TAX ID NUMBER: The Tax ID Number for the Division of Professional Licensing is 87-6000545.