



STATE BOARD OF CHIROPRACTIC RENEWAL GUIDE

Instructions to Renew:

Renewals are available approximately 60 days prior to the license expiration date. You will receive an email notification when your renewal is available.

CHIROPRACTOR – License Expiration September 1, 2024

ADJUNCTIVE PROCEDURES – this authorization renews with the Chiropractor license and no additional steps are needed to renew this with the primary license

HELPFUL INFORMATION

▲ Users can visit the Support Tab for answers to Frequently Asked Questions by clicking on *Support* located in the blue bar above the sign-in area.

▲ Renewal fees are:

Chiropractor - \$210.00

REQUIREMENTS FOR RENEWAL

Chiropractor

- ✓ 24 contact hours – Review the regulations at section §5.71. Acceptable continued education providers can be found at www.dos.pa.gov/chiro (**exempt if initial license issued between 9/2/2022 and 9/1/2024**)
- ✓ 2 hours of Act 31 Mandated Child Abuse Reporter Training from an ACT 31 approved provider. Must be taken every biennial period. The board will not accept certificates uploaded by licensees. Electronic verification of course completion must be received directly from the course provider.
- ✓ The renewal application asks for verification of liability insurance in the amount of 100,000 occurrence & 300,000 aggregate by way of entering the insurance company name, policy number, and expiration date. A copy of the policy is NOT required. **Liability insurance is required to maintain licensure.** If an individual says they do not practice or are retired but they wish to maintain the license, they must still have the liability insurance to renew/maintain the license.

PENNSYLVANIA LICENSING SYSTEM (PALS)

We've upgraded our online licensing system. Go to www.pals.pa.gov to renew your license.

A graphic for the LOGIN button, consisting of a dark blue arrow pointing right, with the word "LOGIN" in white, bold, sans-serif capital letters on a dark blue rectangular background to its left.

LOGIN

- You can login using your user ID and password from the previous renewal.
- Use the User ID and Password recovery links if you forget your login information.
- You will be asked to verify and update account information during your first login.

A graphic for the RENEW button, consisting of a dark blue arrow pointing right, with the word "RENEW" in white, bold, sans-serif capital letters on a dark blue rectangular background to its left.

RENEW

- From your PALS Dashboard, click the "Renew" box located at the top of your screen to be directed to the renewal application.
- Please note that documentation to certain questions must be uploaded with the application prior to submission.
- Click "Continue" to review your application and "Add to Cart". Proceed through the payment process to submit the renewal application to the Board.

A graphic for the VERIFY button, consisting of a dark blue arrow pointing right, with the word "VERIFY" in white, bold, sans-serif capital letters on a dark blue rectangular background to its left.

VERIFY

- You will receive an email confirming that your license is renewed.
- Paper licenses will arrive in the mail in approximately 10-14 business days.
- Employers can verify the status of your license online at www.pals.pa.gov/verify.

