

**ARTICLE 63-03
LICENSE RENEWAL**

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**CHAPTER 63-03-01
GENERAL ADMINISTRATION**

Section	
63-03-01-01	General Administration

63-03-01-01. General administration.

Each licensed podiatrist shall annually register and renew the podiatrist's license with the board and pay such renewal fee as is set forth in this title. On or before December first of each year, the board shall mail to each licenseholder, at the holder's last known address as it appears in the records of the board, an application form on which to apply for renewal of the license. Each podiatrist shall complete the application form and return it, together with the required renewal fee, along with satisfactory evidence of completion of continuing education requirements⁴⁰, to the office of the board prior to the next succeeding January first. Upon receipt of the renewal application and fee, the board shall provide each practitioner with a renewal license specifying the period of time covered. The license renewal term is twelve months beginning January first and ending December thirty-first. Applications received and postmarked after January first of the year for which the license is being renewed will be returned for addition of the delinquent renewal fee. A podiatrist must maintain at all times with the board a correct mailing address for each of their offices to receive board communications and notices. A podiatrist who has changed addresses must notify the board in writing immediately of each new address. A licensee or permittee who has changed names must notify the board in writing as soon as possible and request a revised renewal certificate and pay the replacement fee. The board may require substantiation of the name change by requiring official documentation. Placing a notice in first-class United States mail, postage prepaid and addressed to the licensee or permittee at the licensee's or permittee's last known address, constitutes valid service.

History: Effective October 1, 1982; amended effective December 1, 1991.

General Authority: NDCC 43-05-08

Law Implemented: NDCC 43-05-09, 43-05-15