

TITLE 16 OCCUPATIONAL AND PROFESSIONAL LICENSING
CHAPTER 4 CHIROPRACTIC PRACTITIONERS
PART 9 LICENSE RENEWAL PROCEDURES

16.4.9.1 ISSUING AGENCY: New Mexico Board of Chiropractic Examiners, PO Box 25101, Santa Fe, New Mexico 87504.
[11/16/97; 16.4.9.1 NMAC - Rn, 16 NMAC 4.9.1, 1/15/05]

16.4.9.2 SCOPE: All licensed chiropractic physicians.
[11/16/97; 16.4.9.2 NMAC - Rn, 16 NMAC 4.9.2, 1/15/05]

16.4.9.3 STATUTORY AUTHORITY: These rules of practice and procedure govern the practice of chiropractic in New Mexico and are promulgated pursuant to and in accordance with the Chiropractic Physician Practice Act, Section 61-4-13 and Section 61-4-14 NMSA 1978.
[11/16/97; 16.4.9.3 NMAC - Rn, 16 NMAC 4.9.3, 1/15/05]

16.4.9.4 DURATION: Permanent.
[11/16/97; 16.4.9.4 NMAC - Rn, 16 NMAC 4.9.4, 1/15/05]

16.4.9.5 EFFECTIVE DATE: November 16, 1997, unless a later date is cited at the end of a section.
[11/16/97; 16.4.9.5 NMAC - Rn & A, 16 NMAC 4.9.5, 1/15/05]

16.4.9.6 OBJECTIVE: To establish procedures for the annual renewal of licenses.
[11/16/97; 16.4.9.6 NMAC - Rn, 16 NMAC 4.9.6, 1/15/05]

16.4.9.7 DEFINITIONS: (Refer to 16.4.1 NMAC.)
[11/16/97; 16.4.9.7 NMAC - Rn, 16 NMAC 4.9.7, 1/15/05]

16.4.9.8 LICENSE RENEWAL PROCEDURES:

A. In accordance with Section 61-4-13 and Section 61-4-14 NMSA 1978, of the New Mexico Chiropractic Physician Practice Act, the board of chiropractic examiners establishes the following procedures for license renewal.

(1) **Renewal notice.** On or before June 1st of each year, the chiropractic board shall mail to the last address on file with the board a renewal notice to each person licensed to practice chiropractic in New Mexico.

(2) **Renewal.** The license shall expire at midnight on June 30th of each year. The board may renew the license upon receipt from the licensee, the nonrefundable license renewal fee, along with a properly filled out original form with signature, and copies of continuing education certificate plus any applicable nonrefundable penalty fees.

(3) **Renewal deadline.** Each licensee shall submit the nonrefundable license renewal fee and properly completed application to the board postmarked on or before July 1 of the year for which the nonrefundable license renewal fee is requested.

(4) **Penalty fees.** A licensee shall submit to the board, in addition to the nonrefundable license renewal fee, a nonrefundable penalty fee as set forth in Paragraph (3) of Subsection A of 16.4.1.13 NMAC.

(5) **Impairment fee.** In addition to the license renewal fee, each chiropractor subject to renewal will be assessed an amount not to exceed \$60.00 per renewal period.

(6) **The board during each renewal cycle will complete a random audit of continuing education hours.** The board may select by accepted RLD random computer process, up to 10% of the renewing applicants. Individuals selected must submit proof of all continuing education for that cycle. The records indicated in 16.4.10.8 NMAC are acceptable forms of documentation continuing education records must be maintained for three years following the renewal cycle and in which they are earned and they may be obtain by the board at any time.

B. **Notice.** By July 31st of each year, the board shall send, by certified mail, to the address on file with the board, a forfeiture notice to each licensee who has not made the application for license renewal. The notice shall state that:

- (1) the licensee has failed to make application for renewal;

- (2) the amount of renewal and late fees;
 - (3) the information required about continuing education hours which must be submitted to renew the license;
 - (4) the licensee may voluntarily retire the license or the licensee may apply for a permissive temporary cancellation, by notifying the board in writing;
 - (5) any person whose license has been placed on inactive status over one year but less than two may apply to reactivate licensure status at any time. Documentation required must include:
 - (a) reactivation application;
 - (b) reactivation application fee of \$200;
 - (c) evidence of meeting all CE requirements (for current year);
 - (6) failure to respond to the notice by the date specified, which date must be at least 31 days after the forfeiture notice is sent by the board, either by submitting the renewal application and applicable fees, or the information required about continuing education hours, or by notifying the board that the licensee has voluntarily retired the license, or has applied for permissive temporary cancellation, shall result in forfeiture of the license to practice chiropractic in New Mexico upon order of the board;
 - (7) the board may select by accepted RLD random computer processes, up to 10% of the renewal applicants which may be submitted for background findings review.
- [3/22/95, 11/16/97, 10/31/98; 16.4.9.8 NMAC - Rn & A, 16 NMAC 4.9.8, 1/15/05; A, 3/15/06; A, 11/13/11; A, 8/20/12; A, 1/30/15]

HISTORY OF 16.4.9 NMAC:

Pre-NMAC History: The material in this part was derived from that previously filed with the State Records Center and Archives under:

Rule 18-95, License Renewal Procedures, filed 2/20/95.

History of Repealed Material: [RESERVED]

Other History:

Rule 18-95, License Renewal Procedures (filed 2/20/95) was renumbered, reformatted and replaced by 16 NMAC 4.9, License Renewal Procedures, effective 11/16/97.

16 NMAC 4.9, License Renewal Procedures (filed 10/17/97) was renumbered, reformatted, amended and replaced by 16.4.9 NMAC, License Renewal Procedures, effective 1/15/05.