



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: July 15, 2021

SUBJECT: 2021-2022 LICENSE RENEWAL/ IMPORTANT RENEWAL INFORMATION

PLEASE NOTE: ALL ALABAMA DIETETIC LICENSES EXPIRE ON SEPTEMBER 30, 2021.

Online Renewals: Online renewals will be open on July 15, 2021. The Board encourages everyone to renew online as soon as possible at www.boed.alabama.gov. After completing your online renewal you will receive a link to your licensure renewal information. This link will allow you to print a new license certificate and wallet identification card. The link expires after 7 days, so please be sure to download your documents in a timely manner.

Mailed Renewals: No mailed renewals will be accepted. All licensees must renew online.

Surrendering License: If you wish not to renew your license for the 2021-2023 licensure cycle, please send an email to board@boed.alabama.gov with the subject of your email containing your name and license number. (Ex. "Smith, Pam #4820 – Not Renewing").

Continuing education: The board will randomly audit licensees for compliance with CPE requirements. Each licensee is required to have 30 approved credit hours from October 1, 2019 through September 30, 2021. 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 1st and October 31st must include an additional \$125.00 late fee. License's that have not been renewed by the September 30, 2021 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, 2021.**

Questions: If you have any questions regarding renewals the best method of contact is through our email board@boed.alabama.gov.