ASBCE Renewal Instructions

Step 1: Navigate to the ASBCE Portal (<u>https://asbce.portalus.thentiacloud.net/webs/portal/#/</u>) and select the Licensee Portal.

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(ARKANSAS STATE BOARD OF CHIROPRAC	пс		
	Welcome to Arka	nsas State Board of Chirop	ractic Examiners	
	Applying for Licensure, Externship, or Supervisor for student/extern? Please use the following portal to submit your application along with the required supporting documents.	Are you an Arkansa Licensee? If you have been issued a license number in the state of Arkansas, heave use the following portal for updaring contact information, solumiting requests, and license renewal	Portal Registry Search for a licensed practitioner, or verify a practitioners license. Cosiline Registry	
	Online Complaint If you are a member of the public and need to submit an allegation of misconduct please use the following portal.			
	If you require fi	urther assistance, contact the ASBCE by telephone, e-r	nall or mail at:	

Step 2: Login to the licensee portal. If you are using the portal for the first time you will select "reset password" and use the email address on file to rest your password. If you are unsure of your email address, please contact the ASBCE office.

Transistic State Board of Chiroperactic	Licensee Portal Email or License Number Password Password Freget your password? Reget Password

Step 3: Select "Continuing Education" from the left side menu then select "View" on the license period for which you are uploading CEs.

ARKANSAS STATE BOARD OF CHIROPRACTIC					
Home Profile	Continuing Education				
Personal Information Employment Information	For further information regarding contin www.arkansas.gov/asbce	uing education requirements, please visit our website at the f	following link:		
Certificate & Pocket Card	CE Period	License	License Status	Status	
Other License					
Certifications	01010001 40010001		1.01.0	0	
License	01/01/2024 - 12/31/2024	Chiropractic Physician	Acuve	Open	Q view
Document Upload					
Requests					
Name Change Request					
Document Request					
Status Change Request					
Invoices & Receipts					
Account Settings					
tps://asbce.portalus.thentiacloud.net/webs/portal/service/#/employment-info					

Step 4: Select "+ Add New" to upload your continuing education.

ARKANSAS STATE BOARD OF CHIROPRACTIC					
tome	Continuing Education	Summary			
Profile Personal Information Employment Information	If you are uncertain about any	thing related to CE, please email to: AS	BCE@arkansas.gov		
	License	CE Period	Minimum Hours Required	Total Submitted this CE Period	Total Remaining this CE Period
	Chiropractic Physician	01/01/2024 - 12/31/2024	24	0	24
icense	Credits By Category				
	Category	Minimum Units required	м	aximum Units allowed	Current Units
	Online hours	0	12		0
	Onsite Hours	12	N	A	0
equests					
	Program Activities				
	Course Colonna	Course blome	Data of Com	alation	biomher of times
	Course Category	Course Name	Date of Corr	pietion	Number of Hours
		No	activity records have been added. Click	+ Add New to add a new activity.	
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Step 5: Fill in CE information for each course and select "Choose Files" to upload proof of completion. Select "Save & Back" to upload more courses. Repeat step 5 until all courses have been uploaded.

			Example Test 🖌 📗
ARKANSAS STATE BOARD OF CHIROPRACTIC			
Home Profile	New Continuing Education		
Personal Information Employment Information	Note: All information with a red asterisk (*) is required.		
Certificate & Pocket Card	Course Category *	Select	~
Other License Certifications	Course Name *		
License	Date of Completion *		<u></u>
Document Upload	Number of Hours *		
Continuing Education	Please upload any supporting documentation *	1 Choose Files	
Requests			
Name Change Request	(Cancel		Save & Back
Status Change Request	·		JULE DUCK
Invoices & Receipts			
Account Settings			

Step 6: Select "License Renewal" from the left side menu then select "Start Renewal" on the license you wish to renew.

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Profile	License Kenewai				
	For assistance, please contact ASBCE@a	license renewals. Please follow the step-by-ste arkansas.gov or call (501) 682-9015	ep instructions to complete your a	pplication, you will be able to sa	we your progress and return to it later.
Other License	Your license information is listed below.				
	License Type	License Number	Status Test	Expiry Date	
License	Chiropractic Physician	12400	Active	12/31/2024	Start Renewal
License Reneval					
Requests					

Step 7: Complete renewal steps 1-7. Hit Save & Continue in the lower left corner to proceed to the next step. Once all steps have been completed and payment submitted you will see the below screen. If you do not see the below screen you have not finished your renewal.

		Example lest V
ARKANSAS STATE BOARD OF CHIROPRACTIC		
Home	License Renewal	
Berganal Information		
Employment Information	✓ Submitted	
	Thank you for completing your renewal. If you have questions about your renewal please call us at (501) 582-9015	
Other License	For payments, please visit the Invoices & Receipts section on the menu.	
License		
Requests		

Step 8: Once your renewal has been submitted it automatically goes to the ASBCE office for review. When your renewal has been reviewed and approved you will receive an email notification. At that time, you can log back into the licensee portal, select "Certificate & Pocket Card" from the left side menu and download your wallet card.

		Example Test 👻 📔
ARKANSAS STATE BOARD OF CHIROPRACTIC		
Forme Presental information Reployment information Other Leanse Other Leanse Content Laboration Content Laboration Content Laboration Content Laboration Content Laboration Laboration Laboration Content Laboration Laboration	Certificate & Pocket Card You can download your registration certificate & pocket card below. Registration Type Chiropractic Physician Chiropractic Physician	