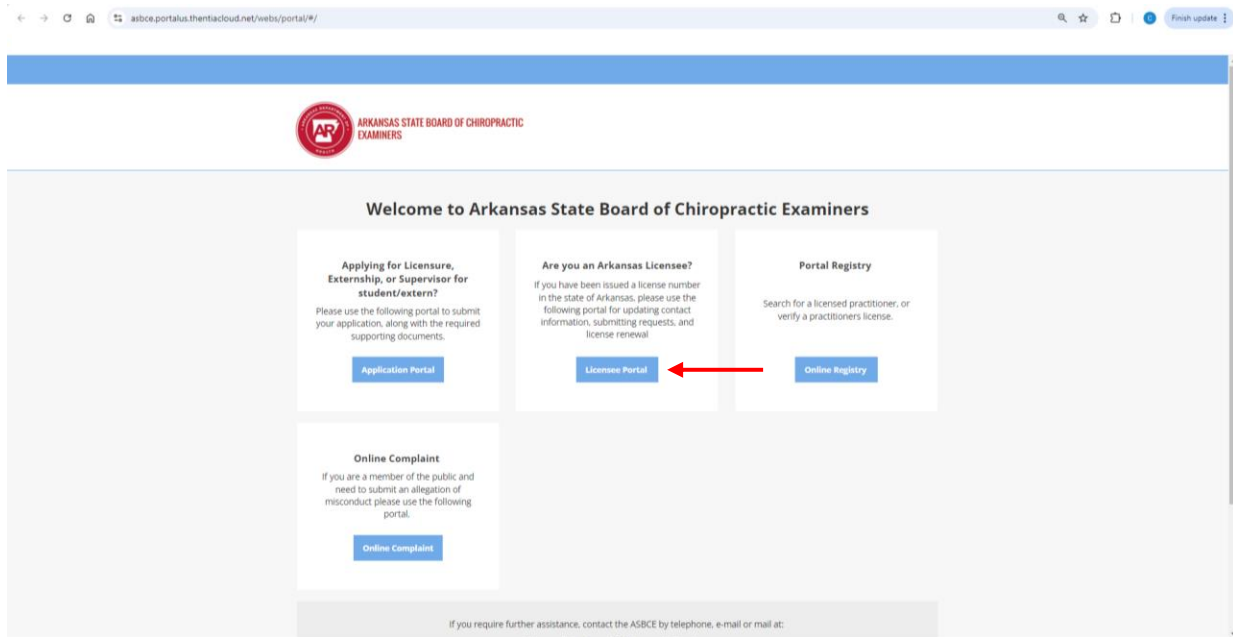
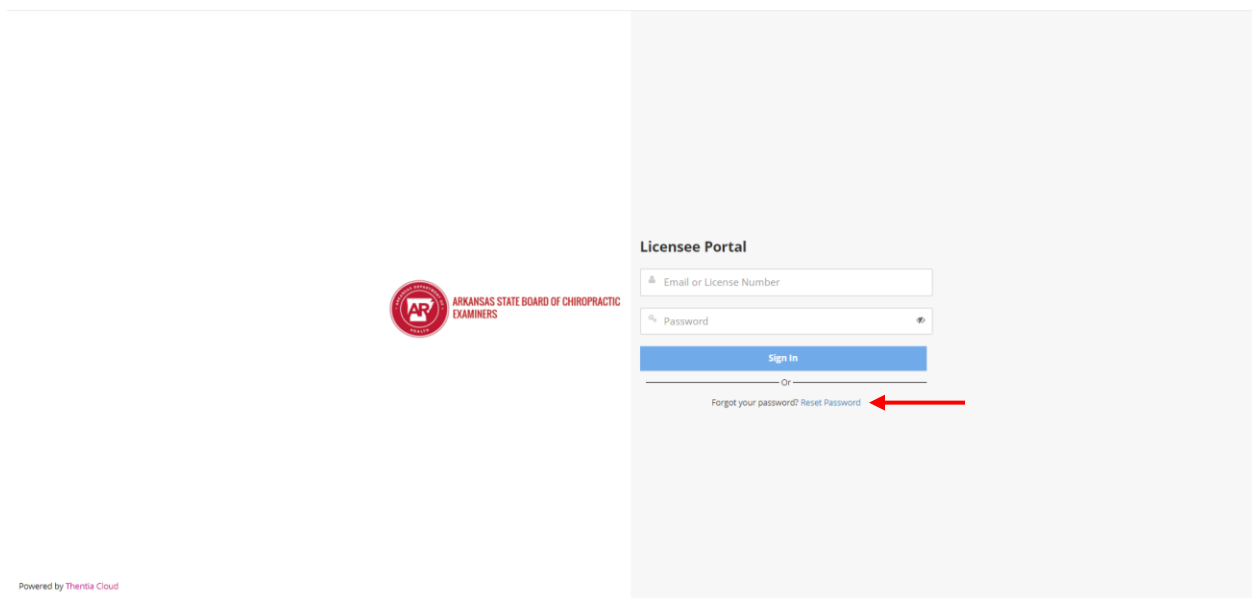


ASBCE Renewal Instructions

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



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 reset your password. If you are unsure of your email address, please contact the ASBCE office.



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

AR ARKANSAS STATE BOARD OF CHIROPRACTIC EXAMINERS

Home

Profile

- Personal Information
- Employment Information
- Certificate & Pocket Card
- Other License
- Certifications

License

- Document Upload
- Continuing Education**
- License Renewal

Requests

- Name Change Request
- Document Request
- Status Change Request

Invoices & Receipts

Account Settings

Continuing Education

For further information regarding continuing education requirements, please visit our website at the following link:
www.arkansas.gov/asbce

CE Period	License	License Status	Status	
01/01/2024 - 12/31/2024	Chiropractic Physician	Active	Open	View

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

AR ARKANSAS STATE BOARD OF CHIROPRACTIC EXAMINERS

Home

Profile

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- Other License
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- Continuing Education**
- License Renewal

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- Document Request
- Status Change Request

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Continuing Education Summary

If you are uncertain about anything related to CE, please email to: ASBCE@arkansas.gov

Status: Open

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

Credits By Category

Category	Minimum Units required	Maximum Units allowed	Current Units
Online hours	0	12	0
Onsite Hours	12	N/A	0

Program Activities

Course Category	Course Name	Date of Completion	Number of Hours
No activity records have been added. Click + Add New to add a new activity.			

+ Add New

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.

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New Continuing Education

Note: All information with a red asterisk (*) is required.

Course Category*

Course Name*

Date of Completion*

Number of Hours*

Please upload any supporting documentation*

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

AR KANSAS STATE BOARD OF CHIROPRACTIC EXAMINERS

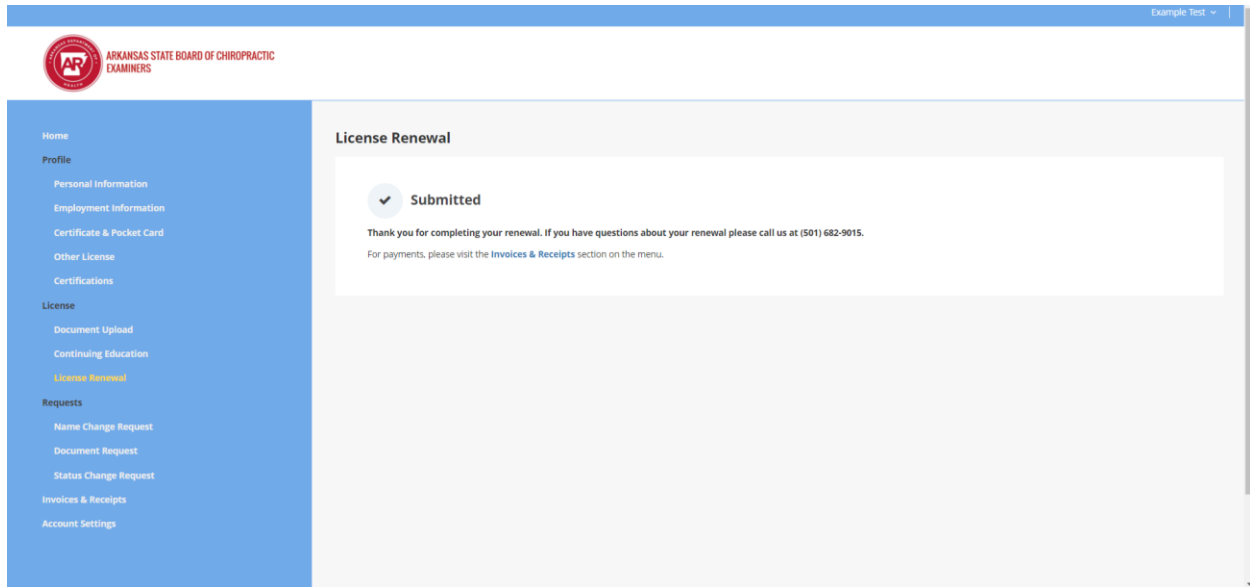
License Renewal

This section is for applications involving license renewals. Please follow the step-by-step instructions to complete your application. You will be able to save your progress and return to it later. For assistance, please contact ASBCE@arkansas.gov or call (501) 682-9015.

Your license information is listed below.

License Type	License Number	Status Test	Expiry Date	
Chiropractic Physician	12400	Active	12/31/2024	<input type="button" value="Start Renewal"/>

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.



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.

