ANNUAL PRACTICE PERMIT RENEWAL PROCESS

1. **Log into the Registrant Portal**
2. **Click the Renewal link in the left-hand menu**
3. **Your Practice Permit information will be listed, click 'start' under Renewal Status**

STEP 1 — Confirmation of Personal Information

- Confirm that all information is correct
  - Update information, if needed

STEP 2 — Permit Status Change Request

- Confirm the type and status of permit is correct
  - Status will show as Active. Save & continue

STEP 3 — Sedation Form

- Answer the yes/no questions
  - if yes, upload required documents

STEP 4 — Implantable Biologics Form

- Review list of devices used
- Add new devices, if needed
- Contact the CDSA if a device used isn't listed

STEP 5 — Professional Liability Insurance Program Form

- Answer the yes/no questions
- Provide consent

STEP 6 — Supporting Documents

- Upload annual HCP CPR/BLS Certificate
- Upload certification of completion for the Protecting Patients from Sexual Abuse and Misconduct course, if completed this year

STEP 7 — Attestation

- Check the box for Attestation
- Sign

STEP 8 — Payment

- Review fee breakdown
- Provide your Credit Card information to complete payment