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**THE COLORADO PODIATRY BOARD**

**LICENSE EXPIRATION DATE CHANGE**

In our continuing efforts to increase efficiency and improve our service to licensees and consumers, the Podiatry license expiration date has been changed from May 31<sup>st</sup> every year to August 31<sup>st</sup> every year. Once you renew during this current cycle you will be issued a license that is good until August 31, 2012. From then on your Podiatry license will expire on August 31<sup>st</sup> every year.

**CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

One of the important changes to the Podiatry Practice Act is a requirement that, prior to the 2013 renewal cycle, the Podiatry Board promulgate rules and implement requirements for a professional development program. The Podiatry Board is on schedule to meet this requirement. The Podiatry Board will be meeting in special sessions throughout this summer to organize a process framework and initial review of options. These meetings are open to the public, however, participation may be limited. Once the Podiatry Board has completed its initial review and work, then more public meetings will be held in the late fall/winter of 2011/2012, which will include broader participation, to develop with statewide professional associations and other stakeholders a set of preliminary rules. The Podiatry Board welcomes your questions and input into the process. Please watch the website for information and dates.

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**STAY INFORMED!**

The Division wants to keep you informed of upcoming renewal, legislation, events and other information that impacts your profession. In order to do this more efficiently we have implemented "DORA eUpdates" and we look forward to providing more of these in the future. These eUpdates are sent to the email address in our licensing system for each active licensee. To update or add your email address, log into [Registrations Online Services](#).

**BOARD MEMBERS**

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**Contact us:**

**Colorado Podiatry Board**

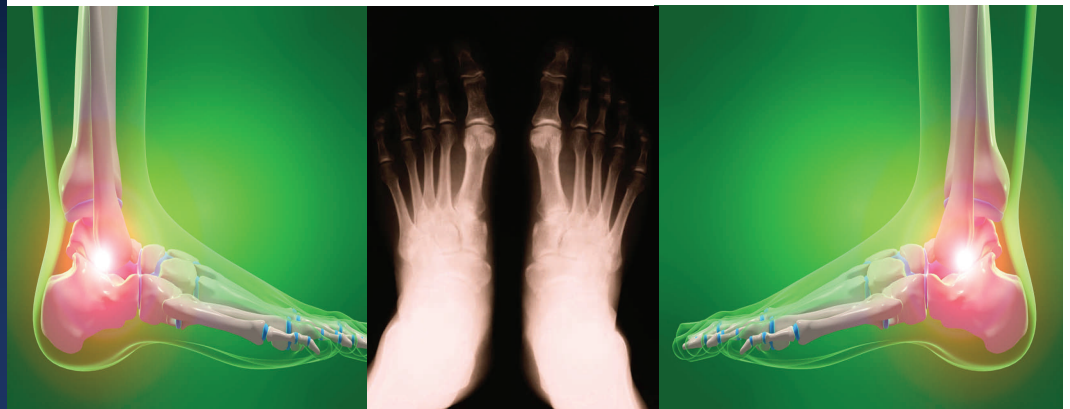
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**Consumer protection is our mission**



## PROOF OF LAWFUL PRESENCE



Effective January 1, 2007, all persons requesting original licensure, renewal of an active license or reinstatement of an expired license must verify lawful presence in the United States based on the passage of House Bill 06S-1009. This bill applies to all applicants and licensees in the Division of Registrations, with the exception of apprentices, interns, and businesses.

### Licenses will not be issued or renewed without completing the Affidavit of Eligibility form.

The good news is that you can complete this affidavit online when you renew using Registrations Online Services!

You must possess at least one secure and verifiable document and include information about that document on the Affidavit itself (or provide the information during online renewal). The list of secure and verifiable documents is available to you when you renew online.

More information regarding this law is available on our website at

[www.dora.state.co.us/registrations/Affidavit](http://www.dora.state.co.us/registrations/Affidavit)

## HAVE YOU CHANGED YOUR MAILING ADDRESS?

It is imperative that you keep your contact information updated with the Division. The Division mails renewal notices and other information to you at the last address furnished to us. Failure to receive a renewal notice does not relieve you of your obligation to timely renew.

Once you have logged into Registrations Online Services, check your mailing address and update it if it is not correct. If you received your renewal notice due to a forwarding order it is important that you change your address on file with us, since we cannot change the information based on the forwarding order.



## HOW ARE RENEWAL FEES SET?

By law, the Board must operate strictly with funds collected from the persons it regulates, with no support from the State's General Fund. The Colorado Legislature determines the budget for the Board. Once the Legislature sets the budget, the money must be raised through fees. The good news is that these fees are evaluated each year. Therefore, they are modified depending on how much money is anticipated to be received through the registration and renewal processes and what the anticipated expenditures are expected to be. The primary obligation is to protect consumers and the operations of the Board are focused to ensure it can work diligently to do so.

## FEDERAL HEALTH CARE PROGRAMS BULLETIN

The Office of Inspector General (OIG) of the U.S. Department of Health and Human Services has the authority to prevent certain individuals and businesses from participating in federally-funded health care programs. The criminal convictions, sanctions, and other criteria that can result in an individual or business being excluded from such health care programs are outlined in this [memorandum](#).

## PRESCRIPTION DRUG MONITORING PROGRAM

The Electronic Prescription Drug Monitoring Program (PDMP) is available online to all Colorado licensed prescribers of controlled substances and to pharmacists.

The PDMP, operated by the Colorado State Board of Pharmacy, is a secure online database of controlled substance prescriptions that have been dispensed by Colorado registered pharmacies. The PDMP provides immediate access to a patient's history of controlled substance prescriptions and is available 24/7. This objective information can then be used to assist prescribers and pharmacists in providing the appropriate treatment for their patients. The PDMP also allows prescribers to obtain a complete record of the prescriptions that have been dispensed pursuant to his or her DEA registration.

To learn more about the PDMP and to register online to access the PDMP, please visit [www.coloradopdmp.org](http://www.coloradopdmp.org)



## WALL CERTIFICATES

The Division of Registrations is pleased to announce that it has outsourced the production of wall certificates to Wall Certificate Service (WCS) a division of Professional Credential Services, Inc. (PCS). The outsourcing of the certificates provides enhancements to the certificates that both new and existing licensees will find beneficial. Specifically, the certificate provided by WCS is a larger, professionally designed, better quality certificate than what the Division was able to provide. For more information regarding wall certificates, which license types are eligible, and how to obtain one, please visit our website at [www.dora.state.co.us/registrations/wallcert](http://www.dora.state.co.us/registrations/wallcert). You will be able to order and pay the fee online. The fee for U.S. residents is \$25. There is an additional international shipping fee for international residents.

## RENEW YOUR LICENSE ON TIME!

You may renew your license online using Registrations Online Services. Renewals are generally made available 6 to 8 weeks prior to the license expiration date. After that there is a 60-day grace period. That means you typically have a timeframe of 16 weeks within which to renew your license!

Any license not renewed prior to the end of the grace period will be considered expired. Once a license is in expired status, a reinstatement application must be completed and returned to our office with the appropriate fee listed on the form.

If you do not renew your license prior to the end of the grace period and continue to practice, you will be practicing on an expired license and may be subject to disciplinary action. The Division sees a number of situations every year of individuals who have failed to renew their license on time and practiced without a license. The reasons that are offered boil down to some common themes: I forgot; I moved and I forgot to notify the Board so I never got the renewal notice; I thought that my assistant/secretary/spouse/boyfriend, et cetera, handled it; it's the Board's fault because I *did* renew my license...or I *thought* I renewed my license. The result is that depending on how long it takes for the individual to "remember" to renew, the Division often takes disciplinary action against the individual because it is against the law to practice without an active license.

So, here's where we need your help. The steps are as easy as 1-2-3!

1. Go to the Division of Registrations website at [www.dora.state.co.us/registrations](http://www.dora.state.co.us/registrations) and click on Registrations Online Services to renew your license.
2. Note the expiration date in your calendar to remind yourself of when it is time to renew your license the next time.
3. Make sure that the address listed on your record is accurate. If it is not, then update your address with the Division. Remember to update your address anytime that you move so that you do not miss out on any important notices from the Division.

Remember, it is each licensee's responsibility to renew his or her license on time. With our online system, you can handle all of this yourself, any time, day or night.

## RENEWAL QUESTIONNAIRE

In addition to submitting a completed and accurate renewal questionnaire online, print a copy before completing your renewal process. Once you hit "Submit", you will not be able to access this form again. You should keep the copy of the completed questionnaire in case you are contacted by Board staff with questions regarding your responses.

For each "YES" answer, you must provide supporting documentation: a detailed summary and explanation of the event to include date and location; contact name and address information for the parties involved; pertinent correspondence; notification letters and applicable court documents. Please send a copy of your 2011 renewal questionnaire and supporting documentation to the attention of: Tracey Martinez, 303-894-7720, Colorado Podiatry Board, 1560 Broadway, Suite 1300, Denver, Colorado 80202. Failure to provide the required supporting documentation, as well as continuing to practice if you do not timely renew, are violations of the Podiatry Act.

## REGISTRATIONS ONLINE DOCUMENTS

If you would like to view a board action you may use the **Registrations Online Documents (ROD)**. ROD is a website that makes certain scanned documents related to board actions taken on licensees available to the public via the Internet. The document may be found on ROD if a licensee has been disciplined or if the board has taken some other non-disciplinary action against the licensee that restricts or limits the individual's license.

The following documents are available via ROD:

- All Stipulations, Final Agency Orders, and Suspensions that were in effect in February 2000 plus any that became effective since that date. Child Support Suspensions are not available online but may be obtained by contacting the appropriate board/program.
- Any document Revoking or agreeing to a Voluntary Relinquishment/Surrender of license or registration, Cease and Desist Orders and Letters of Admonition from January 1, 1999 to the present.
- All Injunctions.

[Click here](#) for more information about the types of documents provided by this online system and definitions of terms used within the disciplinary documents.

If you are interested in viewing these documents, please visit [www.dora.state.co.us/registrations/ROD](http://www.dora.state.co.us/registrations/ROD).