

December 2014 Renewal notices that were mailed at the end of November 2014 contained an error in the new renewal date. This error is regretted, but the actual renewal date in the Board's database isn't actually changed until the form is returned and the payment processed (or your payment is processed on the online renewal system). Feel free to correct the bad date with a pen and ink change, if you'd like, before mailing it back with the renewal fee.

The end result is that the pocket card you received is in error. Fact is, the majority of licensees file this pocket card and never carry it. IF you are one of these people – you have our apology for the error, but you do not have to do anything to correct the issue. Your license will be renewed when the renewal fee is received - **correctly** - with the appropriate new expiration date. You can always verify that on our web site using the tab for "[Search for licensees](#)." It takes about a week for that info to be updated once you mail the renewal in (or a few days if using the online system).

IF you actually carry the pocket card in your pocket and [renew online](#), you will have an opportunity to print off a new card with the correct expiration date at the end of that process. If you want a corrected renewal form now, you can also print one using the online renewal system (even **without actually submitting the renewal with a fee online**). Just before clicking to pay online, you have the option of printing off a renewal form and mailing it in with a check or money order.

Finally, if you do not want to navigate the online service and want an updated pocket card/renewal form, you can email [Edith Williams](#) and request a duplicate (with a corrected expiration date!) renewal form be mailed or emailed to you. ***This will not waive any late fees incurred*** while you are waiting for a new form. Again, we will process the existing form you received when you mail us the signed stub at the bottom of the form with your check/money order for the renewal fee and will correctly update your renewal date.