

# Step By Step Guide for License Renewal

1. In order to renew your license you need to be sure you are logged into the licensee portal pictured below:



Welcome to the Arizona Board of Osteopathic Examiners in Medicine and Surgery

**Individual License**  
Please use the following portal to make application, and submit the application's supporting documents.  
[Application Portal](#)

**Are you a Licensee?**  
If you have been issued a license number please use the following portal.  
[Licensee Portal](#)

**Licensee Directory**  
Search for a licensed practitioner, or verify a practitioners license.  
[Online Registry](#)

**Online Complaint**  
If you are a member of the public and need to submit an allegation of misconduct please use the following portal.  
[Online Complaint](#)

If you require further assistance, contact the AZDO by telephone, e-mail or mail at:  
Arizona Board of Osteopathic Examiners in Medicine and Surgery  
1740 West Adams Street, Suite 2410  
Phoenix, Arizona 85007

<https://azdo.gov/licensure-compact/do-renewal-application>

2. To log in you will need your email and password. The email associated with your account is the email provided either with your application for licensure or with your last license renewal. If you do not know your password then please enter your email address and select "Forgot Password". You will be emailed a temporary password. If you do not receive an email from "Thentia" then check your spam filter or you may try another email. Once you have logged in you will be asked to answer your security question (please remember the system is case sensitive).

## Two-Stage Authentication: Security Question

To continue, please provide the correct answer to the following security question below.


What is the name of your favorite elementary school teacher?

Answer \*

[Submit](#)

Powered By [Thentia Cloud](#)

3. After you have successfully logged in your screen will look like this:



**Home**

**Profile**

- Personal Information
- Practice Information
- Certificate & Wallet Card
- Other License
- Certifications & Specialties

**License**

- Document Upload
- Continuing Education
- License Renewal

**Requests**

- Name Change Request
- Document Request
- Status Change Request

Document Library

Messages

**Home**

**Your Information**


Legal First Name	Legal Last Name	Legal Middle Name
Kellye	Training	
Telephone	Email	
(480) 332-2236	kellyetraining@mailinator.com	

**Licenses**

License Type	License Number	License Status	License Effective Date	License Expiration Date
Osteopathic Physician License	0007	Active	10/02/2023	10/24/2023
Osteopathic Telehealth Registration	THDOTesto0010010	Active	10/04/2022	10/01/2023

These are all your licenses.

4. On the left you will see “Continuing Education” and you will need to click that.



**Home**

**Profile**

- Personal Information
- Practice Information
- Certificate & Wallet Card
- Other License
- Certifications & Specialties

**License**

- Document Upload
- Continuing Education**
- License Renewal

**Requests**

- Name Change Request
- Document Request
- Status Change Request

Document Library

Messages

**Continuing Education**

For further information regarding continuing education requirements, please visit our website at the following link:  
<https://www.azdo.gov/Licensure/Licensure/do-renewal-application>

CE Period	License	License Status	Status	
05/18/2023 - 08/31/2023	Osteopathic Physician License	Active	Open	<a href="#">Q View</a>
10/11/2023 - 12/31/2025	Osteopathic Physician License	Active	Open	<a href="#">Q View</a>
10/11/2023 - 12/31/2024	Osteopathic Physician License	Active	Open	<a href="#">Q View</a>
10/12/2023 - 10/12/2023	Osteopathic Physician License	Active	Open	<a href="#">Q View</a>
10/02/2023 - 10/24/2023	Osteopathic Physician License	Active	Open	<a href="#">Q View</a>
10/02/2023 - 10/14/2023	Osteopathic Physician License	Active	Open	<a href="#">Q View</a>
05/18/2023 - 12/31/2025	Osteopathic Physician License	Active	Open	<a href="#">Q View</a>

5. You will need to click “View” for the CE years that you are uploading documentation for.

6. After you click “View”, you will then need to click “Add New”

### Program Activities

CE Category	Activity Provider	Activity Type	Date of Completion	Number of Hours
No records have been added. Click + Add New to add a new record.				

+ Add New

### CE Exemptions

7. You will then see a screen where you can upload all of your continuing education.

**NOTE:** For each type of CME (AOA, AMA & Opioids) you will need to do a separate upload.

### New Continuing Education

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

CE Category *	<input type="text" value="Select..."/>
Activity Provider *	<input type="text"/>
Activity Type *	<input type="text" value="Start typing to search..."/>
Date of Completion *	<input type="text" value="MM/dd/yyyy"/>
Number of Hours *	<input type="text"/>
Speaker/Author *	<input type="text"/>
Description *	<input type="text"/>
Learning Objectives *	<input type="text"/>
Additional Details *	<input type="text"/>
Please upload any supporting documentation *	<input type="button" value="Choose Files"/>

8. If there is a question in this above section that does not apply to you, then please put "N/A" in that field and continue with the questions.

**NOTE:** If you are currently in a residency or fellowship, this may count towards your CME. Please email [Questions@azdo.gov](mailto:Questions@azdo.gov) to obtain the form that needs to be completed by your program.

9. Once all your CME is uploaded and completed, you will click “License Renewal” on the left hand side of the page to continue with the renewal.

**NOTE: If you reach Step 5 and are unable to continue, please go back to the “Continuing Education” section to see what CME you are missing or need to update.**

❗ There were some errors handling your submission.

- You cannot move forward with your renewal since you have not completed all your CME requirements. Please log all completed CME to continue. If you have not completed adequate CME please do so or see possible exemptions below.

10. You will then select the license you wish to renew and click “Continue”.
11. Continue on with your renewal filling out all required fields and relevant information.
12. Once you reach the end of the renewal you will be asked for payment. Only credit card payments are accepted.

**NOTE: The system currently does NOT accept American Express.**

13. After the payment is made, please make sure you have completely followed through with the full license renewal. If there are any buttons that say continue please click those to ensure you are brought to the end of the renewal process.
14. Congratulations! You have finished your renewal! You can always log back into your portal to do the following:
  - a. Update any new information (address, email, etc.)
  - b. Request a license verification
  - c. Print a wallet card and/or certificate
  - d. Upload your CME during the year

Thank you for completing your renewal. If you have any questions, please contact the Board office at (480)657-7703 or email [Questions@azdo.gov](mailto:Questions@azdo.gov)