

Wyoming Board of Physical Therapy

1800 Carey Avenue, 4th Floor
Cheyenne, WY 82002
(307) 777-5403

October 2, 2011 through October 1, 2012 License Renewal Notice

Please print these pages so that you will have the instructions on hand as you proceed.

NOTE: Step 4 on page 2 provides information for the new continuing education requirements. Please read these instructions in full and contact our office with any questions.

You may renew online by following these instructions. The application, fee and Statement of Continuing Education Activities (if applicable) must be submitted by **midnight on October 1, 2011**. If you attempt to renew online after midnight on October 1, 2011 you will be denied access to the renewal process.

What are the advantages of renewing online?

- ☺ The online renewal system is available 24-7 from any location via the web.
- ☺ Payment is by credit card - **Visa or MasterCard only**.
- ☺ You can print your receipt as soon as the payment is submitted.
- ☺ You will receive an e-mail confirmation when your renewal application is approved.

Are there restrictions for renewing online?

- ☺ If the name you enter on your profile does not match your name on the Board record, you cannot renew online without first submitting a change of name to the Board office.
- ☺ If you wish to pay by check, you cannot renew online.
- ☺ If for some reason the Board has noted that you must submit a paper renewal, you cannot renew online.



If you choose not to renew online, you may print a paper renewal application from the web page or you may contact the board office at (307) 777-5403. We can e-mail, fax, or mail the paper application to you. Paper renewal applications and the Statement of Continuing Education Activities (if applicable) must be postmarked by October 3, 2011.

Remember, there is no grace period and there are no exceptions.

FOLLOW THESE 4 STEPS TO RENEW ONLINE


If you renewed your license online last year then you can skip Steps 1 and 2, go directly to <https://plr.state.wy.us/> and follow the directions in Step 3. If you cannot remember your ID and password from last year please contact the ITD Help Desk at helpdesk@wyo.gov or at 307-777-7400. They will be glad to assist you.

Step 1. Create an Online Services profile on the State of Wyoming's e-portal system. On the web, go to <https://egov.state.wy.us/> and click on New Profile, the last menu item on the left hand side of the page. Registering your profile will take a few minutes to complete. It consists of your name, social security number

and contact information. Although it is not a required field, be sure to include your social security number. This is how you are identified on the license renewal system. Use the tab key to move from field to field to enter your information. Do not forget to make a note of your User ID, password and security information and keep it in a safe place. When you have finished entering your profile information, click on  at the bottom of the page. You will be notified whether your registration was successful or not. Click  if it is accepted. If your profile is accepted, you will automatically be logged into the State E-Portal using the login ID and password that you just created.

Step 2. Register with the Board of Physical Therapy. You should have been taken to Online Services automatically. (If not, go to <https://egov.state.wy.us/> on the web, complete your Login ID: and Password then click on SIGN IN.) On the right side of the page you will see a list of Available Online Services. Click on




[Professional License
Renewal](#)

. You will be taken to <https://plr.state.wy.us/> which is the license renewal service. Click on . It is the first menu item on the left side of the screen. In the center of the screen you will then see a pull down box asking you to select a Board. Use the down arrow to highlight Board of Physical Therapy then click on Register.

Step 3. Submit your license/certification renewal. Once you have registered for access the system will show the license that you may renew online. Just click on the license title to begin. Follow the field prompts on the screen. When you have completed your online renewal go to the bottom of the page and proceed to payment. Complete the payment information and submit. Print the receipt for your records. Your renewal is automatically forwarded to the Board for review. If you provided a valid e-mail address, you will receive an e-mail letting you know that your application has been received, and we will send you an e-mail to let you know when your application has been approved. You will also be able to go to the “License History” section and see that your expiration date has been updated. Within a few days, new pocket cards with the updated expiration date will be mailed to you.

Step 4. Anyone licensed or certified prior to October 1, 2009 must download the “Statement of Continuing Education Activities” form available on the website <http://plboards.state.wy.us/ptherapy/renewal.asp>. List the continuing education courses taken, sign and have the form notarized. YOUR RENEWAL WILL NOT BE PROCESSED and will remain in a “pending” status until the form is received and approved by the Board office staff. The form must be postmarked by October 1, 2011 or your renewal will be considered incomplete and your license or certificate will expire. Continuing Education for licenses or certificates issued after October 1, 2009 will be due with the 2012 renewal.

Helpful Hints:

-  Avoid using punctuation marks.
-  This system updates the database with the exact information you provide, so keep this in mind when entering address information.
-  The system will time out after 20 minutes. You can place your renewal application on “hold” or in the “queue” if you need to come back to finish entering the data. Remember, if it is not submitted and paid by midnight on October 1, 2011 your license will expire.

For technical assistance with the system please contact the IT Customer Service Help Desk at 307-777-7400 or helpdesk@wyo.gov. If you have any suggestions or comments on how we could improve the online renewal process please contact joann.reid@wyo.gov or rick.bengston@wyo.gov.