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§16–308.

(a) Unless a license is renewed for a 3-year term as provided in this section, the license expires on a staggered basis as determined by the Secretary.

(b) (1) At least 1 month before the license expires, the Commission shall mail or electronically transmit to the licensee:

(i) a renewal application form; and

(ii) a notice that states:

1. the date on which the current license expires; and

2. the amount of the renewal fee.

(2) If an electronic transmission under paragraph (1) of this subsection is returned to the Commission as undeliverable, the Commission shall mail to the licensee, at the last known address of the licensee, the materials required under paragraph (1) of this subsection within 10 business days of the date the Commission received the notice that the electronic transmission was undeliverable.

(c) Before a license expires, the licensee periodically may renew it for an additional 3–year term, if the licensee:

(1) otherwise is entitled to be licensed;

(2) pays to the Commission a renewal fee set by the Commission; and

(3) submits to the Commission:

(i) a renewal application on the form that the Commission provides; and

(ii) adequate evidence of compliance with the continuing education requirements set under this subtitle for license renewal.

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