



# 2023 KBCE DC License Renewal

24 Steps [View on Tango](#)

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Created by

Rachel Wendt

Creation Date

January 27, 2023

Last Updated

January 27, 2023

STEP 1

**How to renew your Chiropractic License (Kentucky)**

STEP 2

**Go to [kbce.ky.gov](http://kbce.ky.gov) to get started!**



**KENTUCKY BOARD OF CHIROPRACTIC EXAMINERS**



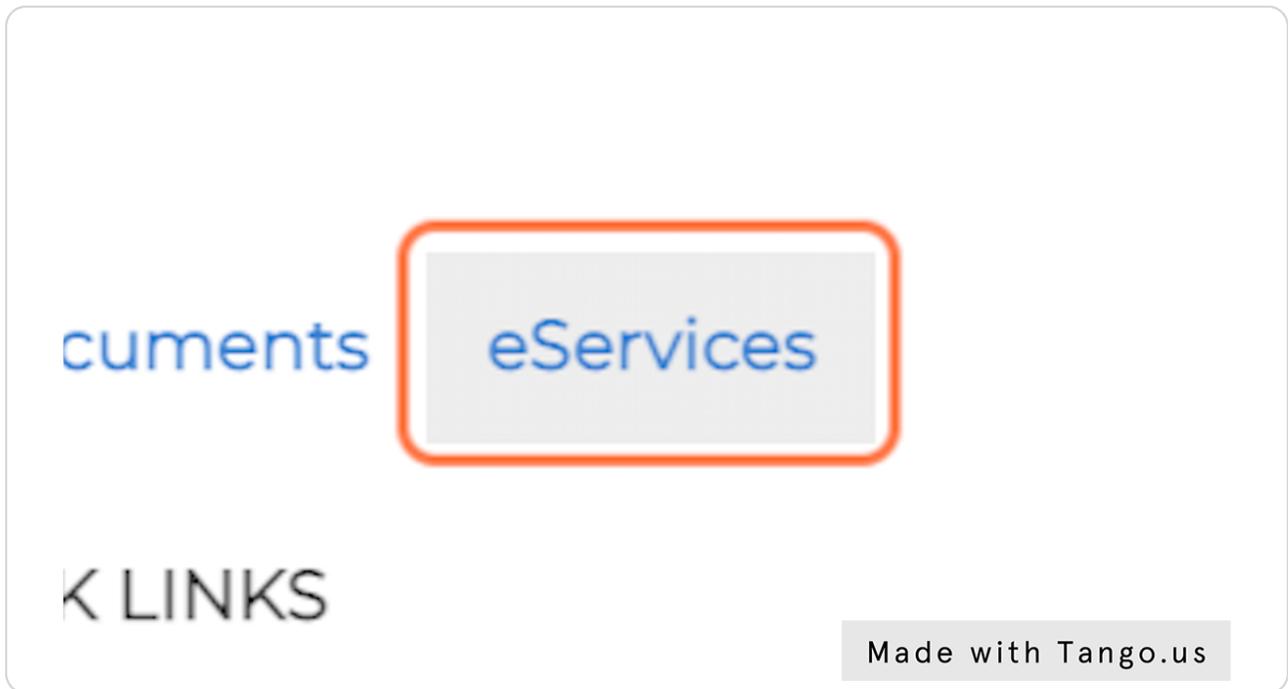
The Kentucky Board of Chiropractic Examiners regulates the practice and licensure of chiropractics in the Commonwealth. The Board grants initial licensure to qualified chiropractors and oversees the annual renewal of licenses. The Board also handles complaints against practitioners and is responsible for imposing disciplinary sanctions against those who violate Kentucky Statutes Chapter 312 and Kentucky Administrative Regulations, Title 201, Chapter 21. The Board promulgates regulations regarding professional and business practice standards, continuing education and licensure requirements.

You can contact us at (502) 892-4250 or [KBCE@ky.gov](mailto:KBCE@ky.gov) or [click here for more](#)

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STEP 3

**Click on eServices**



STEP 4

**Enter in YOUR credentials**

Enter in YOUR username and password. If you do not know your credentials, contact the KBCE: [KBCE@ky.gov](mailto:KBCE@ky.gov)

## STEP 5

### Once entered, hit sign in

**Kentucky**  
Department of Professional Licensing

1/27/2023

DEPARTMENT OF PROFESSIONAL LICENSING ESERVICES

Sign In

Username: [input field]

Password: [input field]

**Sign In**

- Don't have an account? [Create Account](#)
- If you have created an eServices account but have forgotten your username or password, click on the **Forgot Password** link.
- [Forgot Password?](#)
- eServices will timeout after 15 consecutive minutes of inactivity. This is done to protect confidential information should a user forget to logout. If this happens, simply go through the login process to continue eServices activities. If you do not complete your transaction, the data you entered may not be saved. If you close out of your browser prior to completing a transaction, the data you entered may not be saved.
- For further assistance with the eServices Portal, please contact the appropriate Board:
  - Kentucky Board of Veterinary Examiners, contact: [vetky.gov](http://vetky.gov) or 502-782-9273
  - Kentucky Real Estate Commission, contact: [poc.krecbky.gov](http://poc.krecbky.gov) or 502-564-7760
  - All other Boards with the Dept. of Professional Licensing (DPL), contact: [DPL@ky.gov](http://DPL@ky.gov) or 502-564-3296

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## STEP 6

### To RENEW YOUR LICENSE: Click on License Renewal / License Extension

NOTE: All first year licensed docs need to take the Jurisprudence test - you can find that under "Other services". If you are NOT a first year doc - please disregard the Jurisprudence course.

**Kentucky**  
Department of Professional Licensing

1/27/2023

Main Menu Change online account Change your password Logout

Individual / Business Name : Rachel Elizabeth Wendt OP Number : 443716 Logged in as : rwendt1986

DEPARTMENT OF PROFESSIONAL LICENSING ESERVICES

Applications

Initial License Application

**License Renewal / License Extension** License Renewal / License Extension

Other Services

Record Correction (Name, Address, Phone & Email)

**Take Jurisprudence Course**

Verification for Other States

View Transaction History

Incomplete/Pending Documents

Renewals - Requested Information/Documents from Board Review

Requested Documents for Name Change

Individual Information

View Individual Profile and Continuing Education

Reports

Print Certificate / License

Print License Card

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STEP 7

**Click on the RENEW BUTTON**

Your information will be saved for 60 days if renewal is not complete. If you have started your renewal within the last 60 days, please complete it. The system defaults the Original Amount to the active renewal status.

	Board Name
	Kentucky Board of Chiropractic Examiners

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STEP 8

**Select your status: Active, Inactive or Termination and hit continue**

1g

Change your password    Logout

Rachel Elizabeth Wendt                      OP Number : 443716                      Logout

Chiropractor license on file with Kentucky Board of Chiropractic Examiners is Active

Status   

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STEP 9

**Click on Continue**

Your current status for **Chiropractor** license on file with **Kent**

Please select requested status Active

**Continue**

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STEP 10

**Answer all of the questions according to your license and life**

17. Within the past year or an event previous

18. Do you have any maiden name, surname

**Continue**

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STEP 11

**Enter in all of the details for your practice on this page**

Main Menu   Change online account   Change your password   Logout   View Cart

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Individual / Business Name : Rachel Elizabeth Wendt   OP Number : 443716   Logged in as : rwendt1986

### CHIROPRACTIC FACILITY INFORMATION

County in which you Practice:

Name of Chiropractic facility at which you practice:

Name of Owner(s) of Chiropractic facility at which you practice:

Do you operate your chiropractic practice under a general or limited partnership?    Yes    No

Please select which type of practice you own or work for:

Please list all shareholders of the Chiropractic facility at which you practice: (Include Name, Address, Occupations and percentage of ownership of each shareholder):

Name:	<input type="text" value="Enter Name"/>	Occupation:	<input type="text" value="Enter Occupation"/>		
Address Line1:	<input type="text" value="Enter Address"/>	Address Line2:	<input type="text" value="Enter Address"/>		
City:	<input type="text" value="Enter City"/>	State:	<input type="text" value="Selec"/>	Postal Code:	<input type="text"/>
Percentage of Ownership:	<input type="text"/>	<input type="button" value="Add"/>			

Are all shareholders licensed chiropractors?    Yes    No

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## STEP 12

### Choose your Continuing Education Certificate file to upload here

This file is usually saved on your computer in a folder. Search for your certificate, hit the "Choose file" and then hit select and upload.

If you need your Continuing Education Certificate from the KAC, login to the KAC's website here <https://kac.ce21.com/Account/Login>. Locate the appropriate CE course and find the ORANGE CERTIFICATE button to download your copy - save it directly to your computer so you can upload it to this site below.

If you took a course from someone other than the KAC and need your certificate - please contact them directly. The KAC only has certificates available if you took a KAC course.

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picture	name of shareholder	Occupation	% Ownership	Address
	Rachel Wendt	Chiropractor	100	

Name:  Occupation:

Address Line1:  Address Line2:

City:  State:  Postal Code:

Percentage of Ownership:

Are all shareholders licensed chiropractors?  Yes  No

Does your facility employ a Management Company?  Yes  No

**EDUCATION INFORMATION**

Please upload documentation of 12 hours of board-approved Continuing Education with a minimum of six (6) hours of the required twelve (12) hours obtained at a live event at which both the licensee and presenter are present and in-person:  
Please only use pdf, jpg, gif, png, doc, txt.

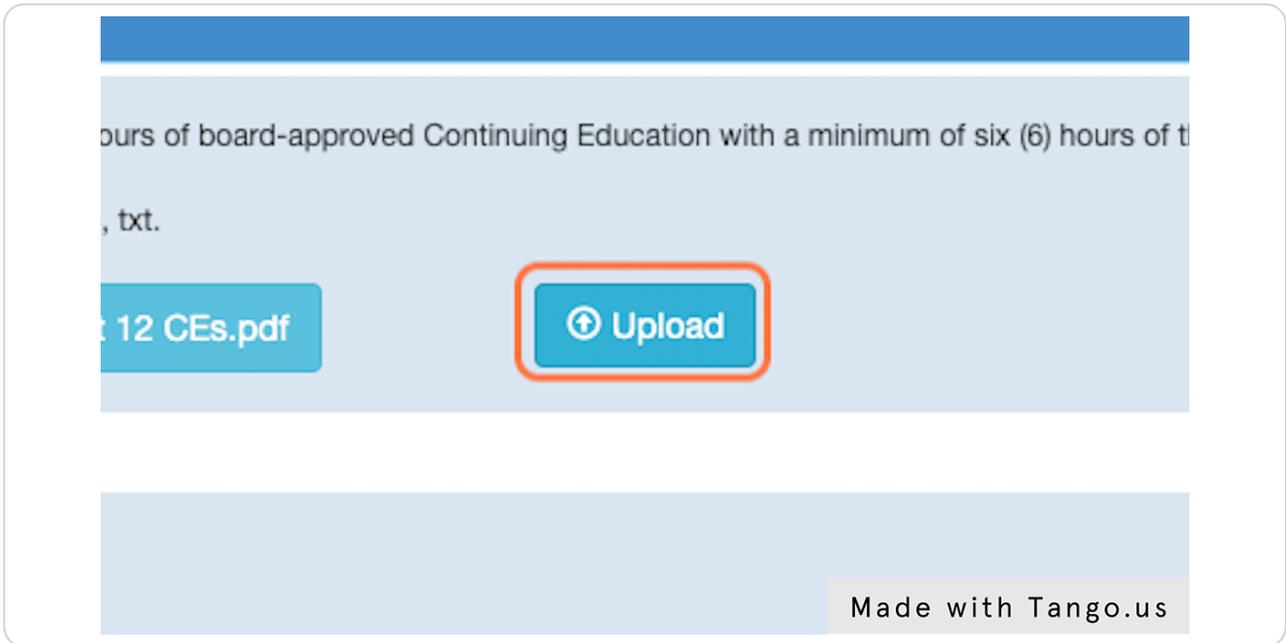
022 LBP W...12 CE's.pdf

1) Choose file 2) Hit upload

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STEP 13

After you've selected your CE certificate from your computer, click on Upload



STEP 14

Click on Continue



STEP 15

**Answer the questions on this page**

**Kentucky Department of Professional Licensing**

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Individual / Business Name : Rachel Elizabeth Wendt OP Number : 443716 Logged in as : rwendt1986

**WORK HISTORY/PRACTICAL EXPERIENCE**

This Section Must Be Completed by ALL NEW LICENSEES, and All Licensees Who Have Changed Work Locations Since the Last License Renewal Application.

Are you a new licensee or have you changed work locations since the last license renewal application?  Yes  No

**ATTESTATION/SIGNATURE**

By virtue of filing this application, I do solemnly swear or affirm that I am of good moral character, and that I understand the instructions and terms as set forth in this application form, that I have personally completed this form, that the information given in this application is true, correct, and complete to the best of my knowledge. I hereby authorize The Kentucky Board of Chiropractic Examiners to verify any and all information contained in this application.

Digital Signature  1/27/2023

**Continue**

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STEP 16

**Read the Attestation/Signature and enter in YOUR NAME and then hit Continue**

**Kentucky Department of Professional Licensing**

Main Menu Change online account Change your password Logout View Cart

Individual / Business Name : Rachel Elizabeth Wendt OP Number : 443716 Logged in as : rwendt1986

**WORK HISTORY/PRACTICAL EXPERIENCE**

This Section Must Be Completed by ALL NEW LICENSEES, and All Licensees Who Have Changed Work Locations Since the Last License Renewal Application.

Are you a new licensee or have you changed work locations since the last license renewal application?  Yes  No

**ATTESTATION/SIGNATURE**

By virtue of filing this application, I do solemnly swear or affirm that I am of good moral character, and that I understand the instructions and terms as set forth in this application form, that I have personally completed this form, that the information given in this application is true, correct, and complete to the best of my knowledge. I hereby authorize The Kentucky Board of Chiropractic Examiners to verify any and all information contained in this application.

Digital Signature  1/27/2023

**Continue**

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STEP 17

**Click on Continue**

Board Name	License Type
Kentucky Board of Chiropractic Examiners	Chiropractor

Continue

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STEP 18

**Click on Checkout/Complete Order**

Main Menu Change online account Change your password Logout

Individual / Business Name : Rachel Elizabeth Wendt OP Number : 443716 Log

**TRANSACTION / ORDER INFORMATION**

Forms Completed by User: [rwendt1986]

Description	Fee(s)
License Renewal / License Extension - Chiropractor (270909)	\$250.00
Total Amount Due	\$250.00

Checkout / Complete Order Continue Shopping Cancel Order

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STEP 19

**Select EITHER ACH/Electronic Check OR Credit Card**

Note:

ACH/Electronic Check has a \$1 fee

Credit Cards have a higher fee associated with them

Enter in your details on the next page according to Credit Card or ACH

Ky.gov An Official Website of the Commonwealth of Kentucky Search

**Kentucky**  
Department of Professional Licensing

Select Payment Type

ACH / ELECTRONIC CHECK

CREDIT CARD

Summary

License Renewal / License Extension - Chiropractor (270909)	\$250.00
Item Price: \$250.00	
Quantity: 1	

[Cancel and return to Department of Professional Licensing](#)

Policies Security Disclaimer Accessibility

TEAM KENTUCKY

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STEP 20

After you enter in your payment information, hit NEXT

**Email Address**

Please enter your email address to receive a copy of you via email.

**NEXT**

[Cancel and return to Department of Professional Licensi](#)

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STEP 21

Click on PAY NOW

**Rachel Wendt**

**PAY NOW**

[Cancel and return to Department of Professional Licensing](#)

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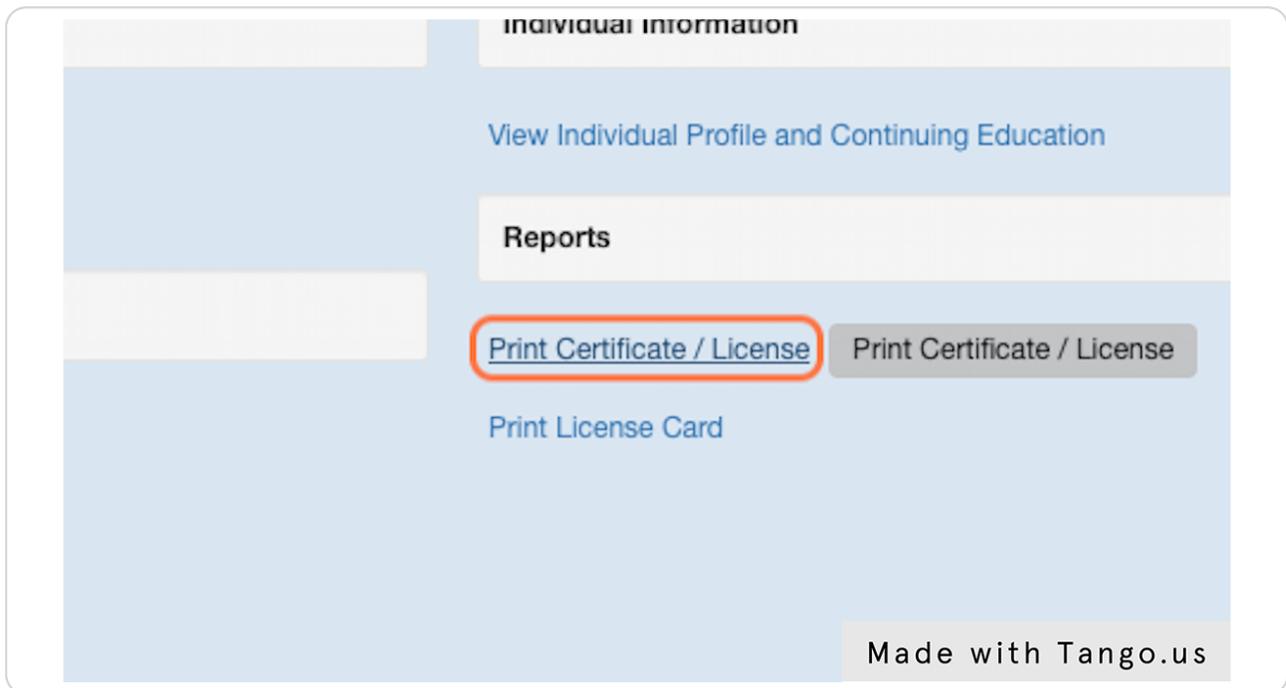
STEP 22

**You will be emailed a receipt for your payment. Check your email!**

STEP 23

**To print your new license - head back to your eServices account on the KBCE website and click on either: Print Certificate / License and/or Print License Card**

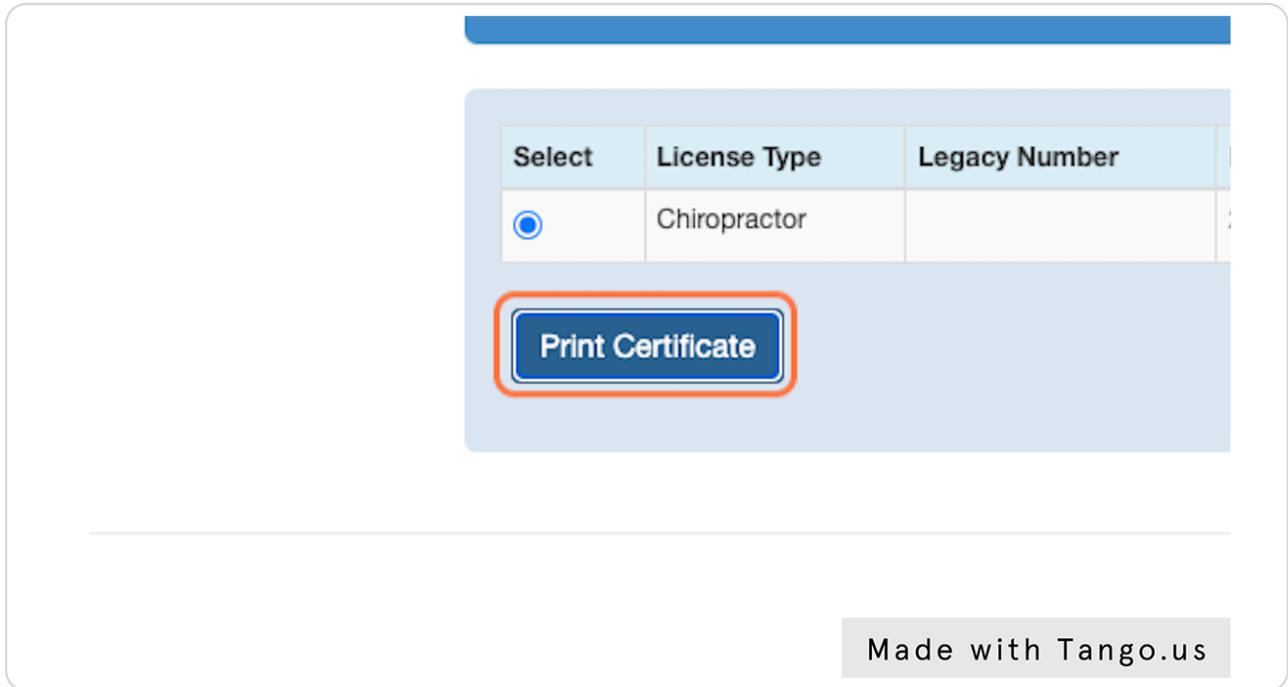
These will open up in a new window. You can download them for your records or print a copy.



STEP 24

**Depending on which option you choose, select your license and hit "Print Certificate" or "Print License Card"**

These will open up in a new window. You can download them for your records or print a copy.



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