



ADMINISTRATIVE RULES OF MONTANA



24.101.413 RENEWAL DATES AND REQUIREMENTS

- (1) An existing license ends on the renewal date specified for each profession and occupation listed and must be renewed on or before this date, or the license will lapse, expire, and terminate per 37-1-141, MCA.
- (2) If a timely and sufficient application is submitted before the renewal date, the applicant's continued practice is governed under 2-4-631, MCA. A timely and sufficient application must be:
 - (a) completed;
 - (b) accompanied by other required information or documentation as applicable;
 - (c) accompanied by the appropriate fee; and
 - (d) submitted so that it bears a U.S. Postal Service post mark prior to or on the renewal date for the applicable profession; or
 - (e) submitted by using the online renewal service available on the department's website before 11:59 p.m. Mountain time on the renewal date.
- (3) If the requirements of this rule are not met, a late penalty fee as specified in ARM 24.101.403 is required.
- (4) Renewals for medical practitioners, as defined in 37-2-101, MCA, who also have a dispenser registration through the Board of Pharmacy, pursuant to 37-2-104, MCA, and ARM 24.174.1801, will renew their dispenser registration at the time of renewing their medical practitioner's license.
- (5) The following are renewal dates for the professions and occupations listed:

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(a)	Allied Health Care Professionals	Clinical Laboratory Scientist	Annually	May 1
		Clinical Laboratory Specialist	Annually	May 1
		Clinical Laboratory Technician	Annually	May 1
		Limited Permit X-Ray Procedures	Annually	February 1
		Radiologic Technologist	Annually	February 1
		Respiratory Care	Annually	May 1

		Practitioner		
(b)	Alternative Health Care	Acupuncturist	Biennially	October 31
		Naturopathic Physician	Annually	April 30
		Naturopathic Physician - Childbirth	Annually	April 30
		Direct-entry Midwife	Annually	April 30
		Direct-entry Midwife Apprentice	Annually	April 30
(c)	Architects	Architects	Annually	June 30

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(d)	Barbers and Cosmetologists	Barber	Biennially	March 1
		Barber Shop	Annually	July 1
		Barber School or College	Annually	March 1
		Barbering Teacher	Biennially	March 1
		Booth Rental	Annually	July 1
		Cosmetologist	Biennially	March 1
		Electrologist	Biennially	March 1
		Esthetician	Biennially	March 1
		Teacher	Biennially	March 1
		Manicurist	Biennially	March 1
		Salon	Annually	July 1
		School or Course	Annually	March 1
(e)	Behavioral Health	Licensed Clinical Professional Counselor	Annually	December 31
		Licensed Clinical Social Worker	Annually	December 31
		Licensed Master's Social Worker	Annually	December 31
		Licensed Baccalaureate Social Worker	Annually	December 31
		Licensed Marriage and Family Therapist	Annually	December 31
		Certified Behavioral Health Peer Support Specialist	Annually	December 31
		Licensed Addiction Counselor	Annually	June 30
		Family Peer Support Specialist	Annually	December 31

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(f)	Boiler Operating Engineers	Agriculture Class Boiler Engineer	Annually	April 1

		First Class Boiler Engineer	Annually	April 1
		Low Pressure Boiler Engineer	Annually	April 1
		Second Class Boiler Engineer	Annually	April 1
		Third Class Boiler Engineer	Annually	April 1
		Traction Boiler Engineer	Annually	April 1
(g)	Chiropractors	Chiropractors	Annually	September 1
(h)	Construction Blasters	Construction Blasters	Annually	January 1

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(i)	Construction Contractor	Construction Contractor	Biennially	Anniversary Date of License
(j)	Crane and Hoisting Operating Engineers	First Class Crane Operators	Annually	Anniversary Date of License
		Second Class Crane Operators	Annually	Anniversary Date of License
		Third Class Crane Oiler	Annually	Anniversary Date of License
(k)	Dentistry	Dental Hygienist	Annually	March 1
		Dentist	Annually	March 1
		Denturist	Annually	March 1
		General Anesthesia Administration Permit	Annually	March 1
		Volunteer Licensees	Annually	March 1
(l)	Doula	Doula	Annually	May 1
(m)	Elevator Program	Contractor	Annually	April 1
		Inspector	Annually	April 1
		Mechanic	Annually	April 1
(n)	Emergency Care Provider	AEMT, EMR, EMT, Paramedic	Biennially	March 31
(o)	Fire Prevention and Investigation and Fireworks Wholesalers Program	Company Hiring Entity (Sell, Install and Service)	Annually	May 31
		Individual Endorsement (Sell, Install and Service)	Annually	May 31
		Fireworks Wholesaler	Nonrenewable	

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(p)	Funeral Service	Crematory	Annually	July 1
		Crematory Operator	Annually	July 1
		Crematory Technician	Annually	July 1
		Mortician	Annually	July 1

		Mortuary	Annually	July 1
		Mortuary Branch Facility	Annually	July 1
(q)	Genetic Counselors	Genetic Counselor	Annually	April 1
(r)	Hearing Aid Dispenser	Hearing Aid Dispenser	Annually	June 30
(s)	Home Inspector	Home Inspector	Biennially	Anniversary Date of License
(t)	Landscape Architects	Landscape Architects	Annually	June 30
(u)	Massage Therapy	Licensed Massage Therapist	Annually	August 31
(v)	Medical Examiners			
		Dietitian	Biennially	December 31
		Nutritionist	Biennially	October 31
		Physician	Biennially	March 31
		Physician Assistant	Biennially	October 31
		Podiatrist	Biennially	October 31
		Resident Physician	Annually	June 30

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(w)	Nursing	Clinical Nurse Specialist	Biennially	December 31
		Nurse Anesthetist	Biennially	December 31
		Nurse Midwife	Biennially	December 31
		Nurse Practitioner	Biennially	December 31
		APRN Prescriptive Authority	Biennially	December 31
		Practical Nurse - Licensed	Biennially	December 31
		Professional Nurse - Registered	Biennially	December 31
		Medication Aide	Annually	March 31
(x)	Nursing Home Administrators	Nursing Home Administrator	Annually	December 31
(y)	Optometry	Optometrist	Annually	July 2

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(z)	Outfitters	Outfitter	Annually	December 31
		Professional Guide	Annually	December 31
		Guide	Annually	December 31
(aa)	Pediatric Complex Care	Pediatric Complex Care Assistant	Biennially	March 31
(ab)	Pharmacy	Dangerous Drug Dispenser/Distributor/Manufacturer Endorsement	Annually	November 30
		Out-of-State Mail Order Pharmacy	Annually	November 30

		Pharmacist	Annually	June 30
		Community and Institutional Pharmacy	Annually	November 30
		Pharmacy Technician	Annually	June 30
		Pharmacy Technician Utilization Plan Endorsement	Annually	November 30
		Telepharmacy Endorsement	Annually	November 30
		Veterinary Retail Facility	Annually	November 30
		Wholesale Distributor	Annually	November 30
(ac)	Physical, Rehabilitative, and Developmental Health Care Professionals	Athletic Trainers	Annually	August 31
		Occupational Therapist	Annually	June 15
		Occupational Therapist Assistant	Annually	June 15
		Physical Therapist	Annually	April 1
		Physical Therapist Assistant	Annually	April 1
		Audiologist	Annually	February 1
		Speech-Language Pathologist	Annually	February 1
		Limited (Speech-Language Pathologist)	Nonrenewable	
		Speech-Language Pathology and Audiology Assistants	Annually	February 1

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(ad)	Plumbers	Journeyman Plumber	Annually	September 1
		Master Plumber	Annually	September 1
		Medical Gas Endorsement	Annually	September 1
(ae)	Private Security Patrol Officers and Investigators	Private Security Company	Annually	March 1
		Electronic Security Company	Annually	March 1
		Private Investigator	Annually	March 1
		Private Investigator Trainee	Annually	March 1
		Security Guard	Annually	March 1
		Alarm Installer	Annually	March 1
		Firearms Instructor	Annually	March 1
		Armed Status	Annually	

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
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(af)	Professional Engineers and Professional Land Surveyors	Certificate of Authorization	Annually	October 1
		Engineer Intern	Biennially, as of June 30, 2015	June 30
		Land Surveyor Intern	Biennially, as of June 30, 2015	June 30
		Professional Engineer	Biennially, Even Numbered Years	June 30
		Professional Engineer by Comity	Biennially, Even Numbered Years	June 30
		Professional Land Surveyor	Biennially, Even Numbered Years	June 30
		Professional Land Surveyor by Comity	Biennially, Even Numbered Years	June 30
(ag)	Property Manager	Property Manager	Annually	October 31
(ah)	Psychologists	Psychologist	Annually	December 31
		Behavior Analyst	Annually	December 31
		Assistant Behavior Analyst	Annually	December 31
(ai)	Public Accountants	Certified Public Accountant	Annually	December 31
		Licensed Public Accountant	Annually	December 31
		Firm Registration	Annually	December 31

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(aj)	Real Estate Appraisers	Appraisal Management Company	Annually	October 31
		General Appraiser, Certified	Annually	March 31
		General Appraiser, Certified (Out-of-State)	Annually	March 31
		Licensed Appraiser	Annually	March 31
		Mentor		
		Residential Appraiser, Certified	Annually	March 31
		Residential Appraiser, Certified (Out-of-State)	Annually	March 31
		Trainee	Annually	March 31
(ak)	Realty Regulation	Real Estate Broker	Annually	October 31
		Real Estate Salesperson	Annually	October 31

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(al)	Sanitarians	Sanitarians	Annually	June 30

(am)	State Electrical Board	Electrical Contractor	Biennially, Even Numbered Years	July 15
		Journeyman Electrician	Biennially, Even Numbered Years	July 15
		Master Electrician	Biennially, Even Numbered Years	July 15
		Residential Electrician	Biennially, Even Numbered Years	July 15

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(an)	Veterinary Medicine	Euthanasia Agency	Annually	May 30
		Embryo Transfer Technician	Annually	November 1
		Euthanasia Technician	Annually	May 30
		Veterinarian	Annually	November 1
		Veterinary Dispensing Technician	Annually	November 1
		Veterinary Technician	Annually	November 1

(6) The following are nonrenewable licenses:

- (a) temporary licenses issued by a licensing entity unless that licensing entity's rules provide otherwise;
- (b) fireworks wholesalers;
- (c) real estate appraiser mentors;
- (d) pharmacist intern;
- (e) limited speech-language pathologists.

(7) The specific date by which each individual licensee is required to renew by can be obtained by contacting the licensing entity's office or by using the licensee lookup system available on the department's web site.

Authorizing statute(s): 37-1-101, 37-1-141, MCA

Implementing statute(s): 37-1-101, 37-1-141, MCA

History: NEW, 1995 MAR p. 2140, Eff. 10/13/95; AMD, 1996 MAR p. 1373, Eff. 5/24/96; AMD, 1999 MAR p. 274, Eff. 2/12/99; AMD, 1999 MAR p. 2435, Eff. 10/22/99; AMD, 2006 MAR p. 1277, Eff. 5/19/06; TRANS, from Commerce & AMD, 2006 MAR p. 1583, Eff. 7/1/06; AMD, 2007 MAR p. 505, Eff. 4/27/07; AMD, 2007 MAR p. 1327, Eff. 9/7/07; AMD, 2007 MAR p. 1329, Eff. 9/7/07; AMD, 2007 MAR p. 1447, Eff. 9/21/07; AMD, 2008 MAR p. 949, Eff. 5/9/08; AMD, 2008 MAR p. 1031, Eff. 5/23/08; AMD, 2008 MAR p. 1705, Eff. 8/15/08; AMD,

2010 MAR p. 532, Eff. 2/26/10; AMD, 2010 MAR p. 746, Eff. 3/26/10; AMD, 2010 MAR p. 1078, Eff. 4/30/10; AMD, 2010 MAR p. 1187, Eff. 5/14/10; AMD, 2010 MAR p. 2384, Eff. 10/15/10; AMD, 2011 MAR p. 576, Eff. 4/15/11; AMD, 2011 MAR p. 1683, Eff. 8/26/11; AMD, 2011 MAR p. 2158, Eff. 10/14/11; AMD, 2011 MAR p. 2401, Eff. 11/11/11; AMD, 2013 MAR p. 52, Eff. 1/18/13; AMD, 2013 MAR p. 671, Eff. 4/26/13; AMD, 2014 MAR p. 971, Eff. 5/9/14; AMD, 2014 MAR p. 2840, Eff. 11/21/14; AMD, 2014 MAR p. 2849, Eff. 11/21/14; AMD, 2016 MAR p. 2424, Eff. 12/24/16; AMD, 2017 MAR p. 487, Eff. 4/29/17; AMD, 2017 MAR p. 786, Eff. 6/10/17; AMD, 2018 MAR p. 844, Eff. 4/28/18; AMD, 2018 MAR p. 2051, Eff. 10/20/18; AMD, 2018 MAR p. 2306, Eff. 11/17/18; AMD, 2019 MAR p. 339, Eff. 3/30/19; AMD, 2019 MAR p. 544, Eff. 5/11/19; AMD, 2020 MAR p. 44, Eff. 1/18/20; AMD, 2020 MAR p. 1517, Eff. 8/8/20; AMD, 2021 MAR p. 1925, Eff. 12/24/21; AMD, 2022 MAR p. 1742, Eff. 9/10/22; AMD, 2022 MAR p. 1842, Eff. 9/24/22; AMD, 2023 MAR p. 1092, Eff. 10/1/23; AMD, 2024 MAR p. 2007, Eff. 8/10/24; AMD, 2026 MAR, Notice No. 2025-238, Eff. 1/10/26.