## **WEST VIRGINIA BOARD OF LICENSED DIETITIANS**

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TELEPHONE: 304-558-1024 OR 1-800-293-9832 FAX: 304-558-1025 EMAIL: wvbold@wv.gov WEBSITE: www.wvbold.com

## **RENEWAL INSTRUCTIONS**

## INSTUCTIONS FOR A REGISTERED DIETITIAN RE-APPLYING FOR A LICENSE:

If you have ever held a license in West Virginia and want to renew your license, please go online to our website at <a href="www.wvbold.com">www.wvbold.com</a> and select the <a href="Renew License">Renew License</a> / <a href="Update CEUs">Update CEUs</a> section and login using the license number you were given previously. Your license number stays the same in West Virginia throughout your career. If you need assistance or are unable to renew online, please send an email to <a href="www.wvbold@wv.gov">wvbold@wv.gov</a> or phone the office at (304) 558-1024 or 1-800-293-9832.

## **ADDITIONAL INFORMATION**

Once you obtain a license, you are legally required to notify our office of any name changes, by sending a copy of your marriage license or legal document to our office within 30 days of the change. You are also responsible for keeping your personal information current by logging in and updating your address, email address, and other portfolio details. Keeping your personal information updated will ensure you continue to receive information from the Board. Thank you.