Renewing your license or certification online

BCD licenses and certifications are eligible for online renewal within 45 days of their expiration date. The expiration date can be found on the front of the license. To renew online, follow the steps below:

1. Visit the BCD webpage for online renewal: DCBS | BCD | License Management
2. Login using the user ID and Password created for the license:
   a. If you have not registered for an online account, you can create one using the registration options for Individual or Business.
   b. If you have an account, but have forgotten your password, you may use the link at the bottom of the page to reset the password.
3. Once you have logged in to your account, Select Renew License from the menu on the left.
4. The page will display each license or certification currently eligible for renewal*. Press the Continue button for the desired renewal.
5. On the following page press the Continue button to confirm contact information.
   *Licenses and certifications are eligible for online renewal 45 days before the expiration date.
6. Review and update any out of date contact information on this page.
   Note: Personal contact information must be kept current. BCD sends notices to this address. Do not use employer contact info.
7. Once all information has been confirmed, Press the Save button.
8. On the review page, if all above information is correct, press the Go to Checkout button.
   Note: By proceeding to check out you attest that all information is true and correct to the best of your knowledge.
9. Click the Pay Fees button on the next page to enter credit card information.
   Note: You will be directed to a separate page to process your credit card payment.