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Renewal Application

Questions 16 & 17: Read questions and attest your acknowledgement by typing your name in the field.

Question 18: Select the button that matches your license activity type.

Question 19: Active licensee must select option “a).” (If you wish to Inactivate your license, close this application and complete the online Licensing Inactivation application.)

Click: “Next” to proceed continuing education reporting.
Entering Continuing Education Courses

Question 20: Click “Add” button to enter each course taken in previous two years.

By clicking the “Add” button, the course entry popup window (shown at right) will appear.

NOTE: Agency–approved certificates of attendance
Have all the information required.

Click: “OK” after course information is entered.
Entering Continuing Education Courses

Click: “Add” button to enter each additional course taken in the two years prior to your renewal.
Editing Continuing Education Courses

**How to Edit Courses:** You may edit a course after you have entered it.

- **Click:** The “Edit” button next to the course you wish to modify

By clicking the “Edit” button, the course entry popup window (shown at right) will appear.

All fields are available for modification. Edit text and **Click:** “OK”, or **Click:** “Cancel” to close the window without editing the record.
Deleting Continuing Education Courses

How to Delete Courses: You may delete a course after you have entered it.

**Click:** The “Remove” button

By Clicking the “Remove” button a confirmation box will appear. **Click:** “OK” to delete the course, or **Click:** “Cancel” to keep the record.
Completing Continuing Education Questions

Question 21:
After you have entered all your courses, enter the sum total of continuing education credit hours you recorded.

Question 22:
Read and attest to the statement by entering your full name in the text field.

Click: “Next” to Proceed.