



**Department of  
Administrative  
Services**

# **Adding Continuing Education (CE) Courses to Renewals**

# Adding CE Courses to Renewals

During the renewal process, completed courses sent by Providers will populate. Additional courses can be added by completing the following:

- 1 Select **Yes** to input additional courses for each relevant section.

The screenshot shows the 'Continuing Education' section of a renewal application. The top navigation bar includes 'Dashboard', 'Apply for New License', 'Submit Complaint', and 'More'. The main content area is titled 'Continuing Education' and includes instructions for completing this section. A list of courses is shown, with the first entry being a 'Civil Rights Course (Minimum 3 Hours)'. Below this list, there is a question: 'Do you have additional Civil Rights courses to add?'. The 'Yes' radio button is selected, and a red circle with the number '1' highlights this selection. A red error message at the bottom states: 'You have not included enough Civil Rights Course hours to submit your renewal'. On the right side, a 'Steps' sidebar shows the progress of the application, with 'Continuing Education' highlighted.

- 2 Enter the **Ohio Certification Number** and **Completion Date**.
- 3 Select **Upload Files** to add a copy of the certification.
  - A. Select **Add** to input additional courses within each section.
  - B. Select **Delete** to remove added courses.

The screenshot shows the 'Civil Rights Course' section of a renewal application. The top navigation bar includes 'Dashboard', 'Apply for New License', 'Submit Complaint', and 'More'. The main content area is titled 'Civil Rights Course'. Below this title, there is a question: 'Do you have additional Civil Rights courses to add?'. The 'Yes' radio button is selected, and a red circle with the number '1' highlights this selection. A red error message at the bottom states: 'You have not included enough Civil Rights Course hours to submit your renewal'. On the right side, a 'Steps' sidebar shows the progress of the application, with 'Continuing Education' highlighted. Below the question, there are input fields for 'Ohio Certification Number', 'Completion Date', 'Hours', 'Course Provider', and 'Course Title'. A red box highlights the 'Ohio Certification Number' and 'Completion Date' fields, with a red circle and the number '2' next to it. At the bottom, there is a section for uploading files, with a red circle and the number '3' next to the 'Upload Files' button. A red box highlights the 'Add' and 'Delete' buttons, with a red circle and the letter 'A' next to 'Add' and a red circle and the letter 'B' next to 'Delete'.

## Note:

Reference steps 4 and 5 in the **How to Submit a Renewal Application** job aid to complete the renewal process.