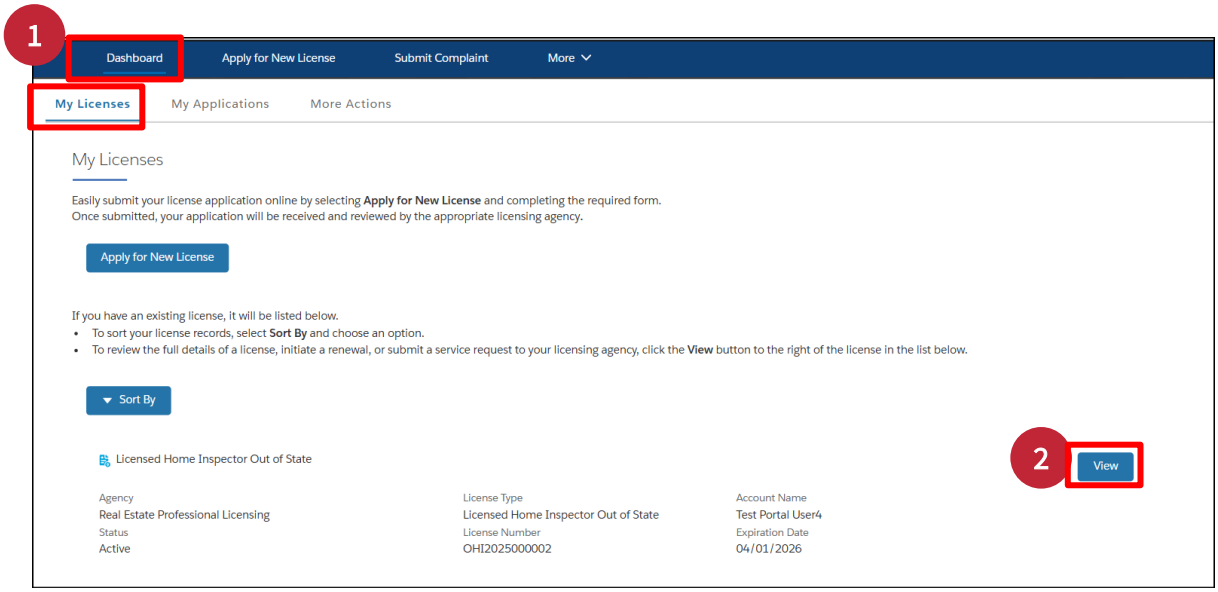
Department of Administrative Services

How to Submit a Renewal Application

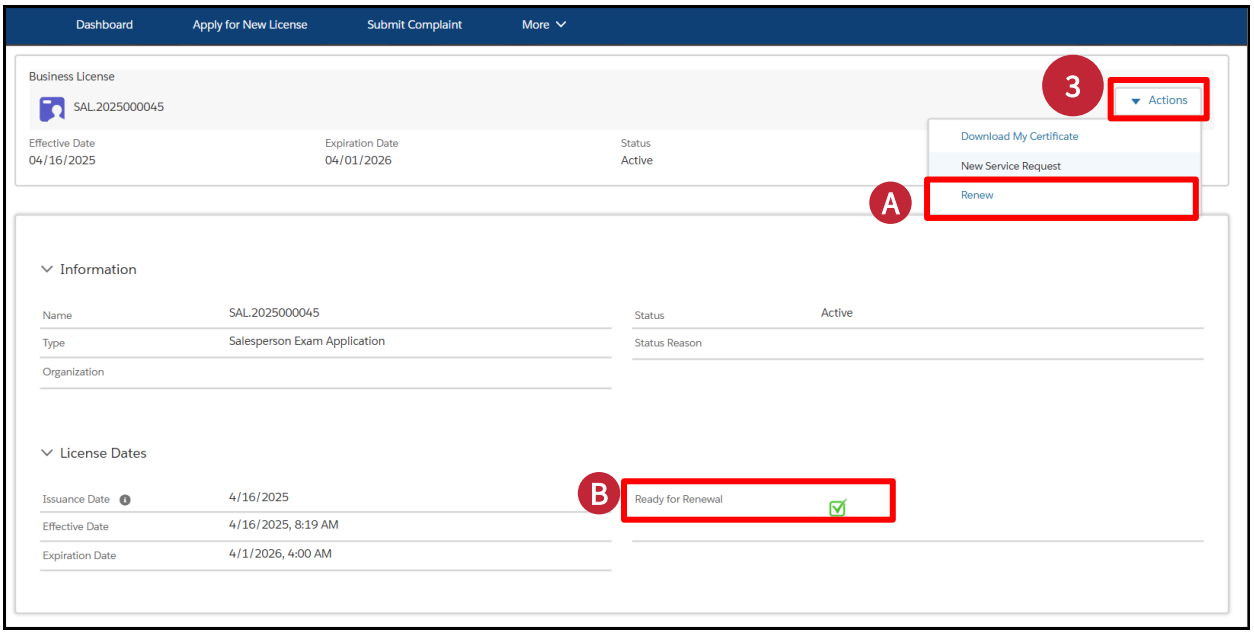
How to Submit a Renewal Application (1 of 2)

How to Renew your license:

1. Click the **Dashboard** tab, then navigate to the **My Licenses** subtab.
2. Click the **View** button on the license that is nearing its expiration date.

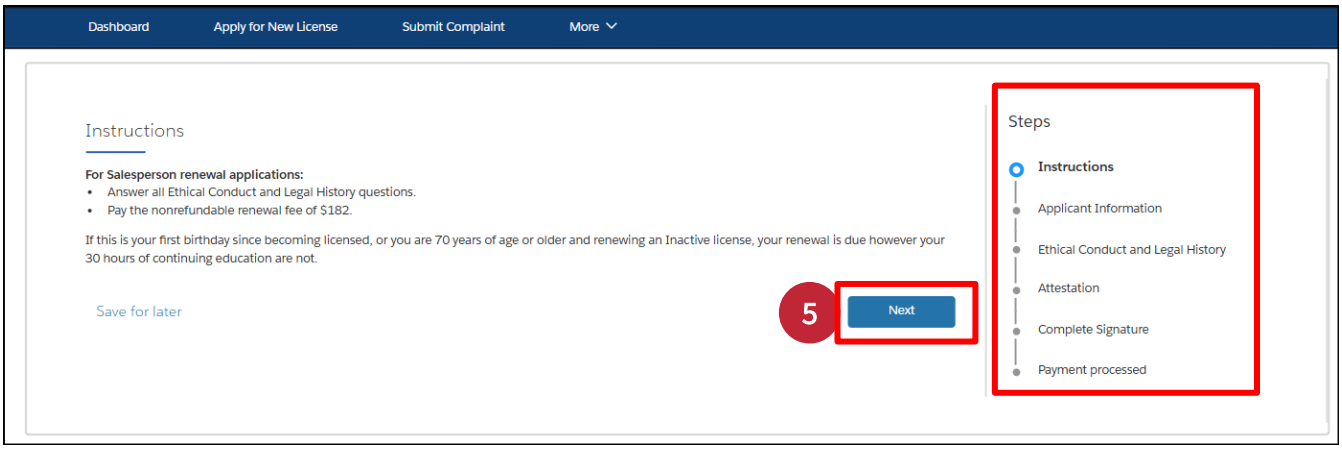


3. Click the **Actions** button on the selected certification to start the process:
   A. Select the **Renew** option from the dropdown menu.
   B. A **Green Checkbox** will appear next to the Ready for Renewal field when the license is eligible for renewal. If the license is not ready for renewal, a Red 'X' will be displayed instead.



How to Submit a Renewal Application (2 of 2)

How to Renew your license:

4. Enter the required information at each step of the process (e.g., Instructions, Questions, and Background).

5. Click the **Next** button to proceed to the following step. When the information is completed, click the **Submit** button.