

TIPS FOR LICENSE RENEWAL

Missing a simple checkbox on your license renewal form can delay processing. Incomplete license renewal forms will be returned. Your license will not be updated appropriately until all the information and fee are received and complete. If the delay causes your license to become delinquent, your ability to work is at risk.

On an average, 8% of all renewals are incomplete. Most of them were missing a checked box or a signature. Follow these tips for a smooth renewal process.

1. Read the renewal application thoroughly. Check all appropriate boxes and sign the form. Review the renewal application before you submit it.
2. Make sure you completed all required continuing education hours prior to checking the appropriate box and submitting your renewal application and fee.
3. Make sure your check or money order is for the correct amount.

Remember: Read and review thoroughly, check all boxes, sign the form and renew early for a painless renewal process.