

APPLICATION FOR EMPLOYMENT SERVICES CREDENTIAL RENEWAL

- Job Skills Trainer/Job Coach
 Job Placement Specialist

- Supported Employment Specialist
 Vocational Adjustment Trainer

 UNT Credential # (EUID) Expiration Date Personal Email

 First Name Middle Initial Last Name

 Day Time Phone Cell Phone Other

Current Employer Information

 Employer Name CRP/Business Email

 Address

 City State Zip

Please use the following table to list trainings/courses completed during your renewal period. A continuation sheet is provided if needed.

Training/Course Title	Date of Training	Location of Training	Training Provider <small>(minimum of 15 hrs. from UNT)</small>	Number of Hours Awarded	
				General Hours (30)	Ethic Hours (6)

I certify that all information included on this form is accurate and that all necessary paperwork is attached. I agree/understand that my continuing education information will be shared with TWS-VRS for verification purposes.

 Signature Date

Please check one of the following fees:

- \$60.00 processing fee if submitted by your submission date.
 \$120.00 processing fee if submitted after expiration date.
 You can pay the processing fee online at <https://wise.unt.edu/node/349>
 Please include your payment confirmation number here: _____

Your application will not be accepted for processing if it is 90 days after the expiration date.

For UNT WISE office use only:

Number of Hours:

# of ethic hrs.	# of UNT hrs.	Total # of hrs.
All renewal criteria is met:	Y	N
Renewal granted:	Y	N
If No, list reason: _____		
Initials: _____		

APPLICATION FOR EMPLOYMENT SERVICES CREDENTIAL RENEWAL - INSTRUCTIONS

Please complete the application to comply with Employment Service Credential renewal continuing education requirements for Basic and Advance Employment Services.* In order for your trainings to be considered, your application must include:

- Your credential number
- **A copy of each course/training's verification of completion or certificate of completion.**
- An outline or agenda for each course/training completed through an agency other than UNTWISE.
- If any training is not pre-approved or university sponsored, credentials of the person providing the training must be provided.
- Processing fee.

You may submit your completed application by email to UNTWISE@unt.edu or by mail to:

UNTWISE
ATTN: Credential Renewal Unit
1155 Union Circle #311456
Denton, TX 76203

*This form is to be used for Employment Services Credentials only. If you wish to renew the director credential or an endorsement, please visit <https://wise.unt.edu>

