

# Application for Employment Services Credential Renewal

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In order to maintain your Employment Services Credentials and your eligibility to provide employment services to TWC-VR customers, you must complete continuing education requirements every three years, pay a renewal fee, and submit a renewal application. For more details about the Employment Services Credential Renewal, please visit this [link](#).

Here are the basics regarding continuing education requirements:

## **Renewal of Job Skills Training (only)**

- Five (5) continuing education units (three of the five must be completed with UNT WISE)
- One (1) continuing education unit must be in Ethics

## **Renewal of Job Skills Training + Job Placement, Supported Employment, and/or Work Readiness**

- 30 continuing education units (15 of the 30 must be completed with UNT WISE)
- Six (6) continuing education units must be in ethics

\*Please Note: Half of the hours received by earning a new credential or new endorsement after Job Placement may be counted toward the employment services credential renewal. The Director renewal does not count as CEUs. Each continuing education unit can only be taken one time during the three (3) year credentialing period. For a list of your continuing education units for the current renewal period, please contact [wiserenewal@unt.edu](mailto:wiserenewal@unt.edu).

It is **your responsibility** to comply with the requirements for continuing education.

## Renewal Process

**After completing the necessary continuing education courses, complete the following steps to submit your renewal application:**

1. Complete this Applicant Information and Training Documentation Form (next two pages).
2. Download all external continuing education certificates of completion, as they must be submitted with your renewal application. A copy of each course's/training's certificate of completion should include the following:
  - Student's first and last name
  - Number of continuing education units/hours
  - Date of completion
  - Training provider
3. Pay the appropriate renewal fee and download a copy of your receipt:
  - If submitted by your expiration date - **\$60 renewal fee**
  - If submitted after your expiration date - **\$120 late renewal fee**
4. **In a single email to [wiserenewal@unt.edu](mailto:wiserenewal@unt.edu) and [untwise@unt.edu](mailto:untwise@unt.edu)**, please attach the following:
  - This completed application and list of all training
  - Copies of your external certificates of completion
  - A copy of your paid renewal fee receipt
5. Renewal applications will be processed in the order they are received. Please allow up to 10 business days for our staff to review and process complete application packets. Incomplete application packets may be denied and will result in additional processing time.

If you cannot renew by your expiration date, UNT WISE has a 90-day grace period in which you must work on completing the late employment services renewal process, as per our [renewal policy page](#). **You cannot provide services while your credentials are expired unless TWC provides a waiver.** Contact TWC to request a waiver to provide services or submit a [credential renewal exception request form](#) for our administrative team to review and forward to TWC. If you do not submit an application and late renewal fee by the end of your grace period (90 days from your expiration date), you will lose your employment services credentials (and any endorsements contingent on these credentials) and must retake the credentialing courses.

# Applicant Information Form

## Applicant Information

First Name:  
Middle Initial:  
Last Name:  
Email Address:  
Cell Phone Number:  
Day Time Phone Number:

## Please indicate which credential (s) you're renewing:

Job Skills Training  
Job Placement  
Supported Employment  
Work Readiness

## Credential Information

UNT WISE Credential ID:  
(usually, it's the first initial, last name, and a number, i.e. "flast01")  
Credential Expiration Date:

## Current Employer Information

Employer Name:  
Employer Street Address:  
City:  
State:  
Zip:

# TRAINING DOCUMENTATION FORM

Please use the following table to list all trainings/courses completed during your renewal period. If a continuation sheet is needed, please email [wiserenewal@unt.edu](mailto:wiserenewal@unt.edu).

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