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 (minimum of 15 hrs. from UNT)	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
Applications sent via physical mail cannot be accepted at this time.

*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

APPLICATION FOR EMPLOYMENT SERVICES CREDENTIAL RENEWAL - CONTINUATION SHEET

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