

# UNTWISE

## Employment Services Credential Renewal General Guidelines

### Continuing Education Requirements

- Complete a minimum of 30 contact hours every three years.
- Six (6) hours of the 30 hours must be in Ethics.
- Fifteen (15) of the 30 hours must be taken from UNTWISE.

### Continuing Education Criteria

- Trainings must be no less than one clock hour in duration and must be relevant to your level of credentialing.
- The coursework is designed to increase the participant's knowledge or skill regarding the practice of employment services and/or persons with disabilities as described in the the following Focus Areas: Job Coaching, Job Placement, Job Development and Marketing, Natural and Ongoing Supports in the Workplace and Community, Supported Employment, Employment Planning, Delivering Services, Ethics and Advocacy, Aspects of Disabilities, Fraud, Waste, and Abuse (Director Only), Employment Service Staffing (Director Only).
- The purpose of the program is clearly defined in terms of its objectives or expected outcomes.
- The continuing education course is led by a qualified instructor with documented education and expertise to teach the subject matter. Additional information related to instructor qualification can be found on our website.

### Renewal Documentation Submission

- Complete the Application for Provider Credential Renewal.
- Include the following information when submitting your application:
  1. Copy of each course/training's verification/certificate of completion (for non-UNT trainings)
  2. An outline or agenda for each course/training completed (for non-UNT trainings)
  3. Credentials of person conducting the training (for non-UNT trainings)
  4. Processing fee of \$60.00 if submitted by your expiration date
  5. Processing fee of \$120.00 if submitted after your expiration date
  6. Documentation should be submitted 8 weeks prior to the expiration date.