

APPLICATION FOR EMPLOYMENT SERVICES CREDENTIAL RENEWAL - INSTRUCTIONS

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, and submit a renewal application.

Here are the basics regarding continuing education requirements:

Renewal of Job Skills Training Credential (only)

- Five (5) Continuing Education Units (three of the five must be taken through UNT WISE)
- One (1) hour of the five must be Ethics

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

- 30 Continuing Education Units (15 of the 30 hours must be taken from UNTWISE)
- Six (6) of the 30 hours must be in Ethics.

*Please Note: Half of the hours received by earning a new credential or new endorsement during the renewal period may be counted toward the employment services credential renewal. Each continuing education course can only be taken one time during the 3 year credential period.

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

RENEWAL PROCESS:

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

1. Complete the Training Documentation for Employment Services Credential Renewal Form (next page) for all continuing education courses completed.
2. Consolidate all continuing education documentation (certificates, training outlines, etc.) into one file. The following must be included:
 - **A copy of each course/training's verification of completion or certificate of completion.**
 - Note: You do not need to provide documentation or certificates for UNT WISE courses you've completed.
 - An outline or agenda for each course/training completed through an agency other than UNT WISE.
 - If any training is not pre-approved or university sponsored, credentials of the person providing the training must be provided.
3. Submit the [online application renewal form](#) by completing all required fields and uploading all documents listed above.
4. Submit the applicable renewal processing fees for renewal:
 - [\\$60.00 processing fee](#) if submitted by your expiration date.
 - [\\$120.00 processing fee](#) if submitted after expiration date.

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

*This process and 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>

