








**Use this checklist to help make sure that your Application for Renewal goes smoothly.**

 Use the forms in the Portal to make any changes or corrections to your information **if necessary**.

 Use the links on the right side to read the regulatory documents.

 <p><b>Profile tab:</b> Review your name and contact information. Update if necessary.</p>	<p>Name Change Request Form Email Change Request Form Update Registrant Contact Form</p>
 <p><b>Continuing Competence tab:</b> Review your Continuing Competency Activities. Update if necessary.</p>	<p>Record a New Continuing Competence Activity Form</p>
 <p><b>CPR Policy:</b> Ensure your CPR certificate is current and meets requirements.</p>	<p><u>CPR Policy</u> Make sure your CPR is recorded correctly in the Continuing Competence tab.</p>
 <p><b>Practice Hours tab:</b> Review the hours worked <b>before</b> November 1, 2022. Update if necessary.</p>	<p>Request for Practice Hours Correction Form Hours worked after Nov 1, 2022, will be entered in the Renewal form.</p>
 <p><b>Employment tab:</b> Review your employment information. Update if necessary</p>	<p>Update Employment Information Form</p>
 <p><b>Education &amp; Other Professional Registrations tab:</b> Review your information. Update if necessary.</p>	<p>Update Education Information Form Update Other Professional Registrations Form</p>
 <p><b>PLI Policy:</b> Ensure your PLI covers the entire permit year and meets the requirements.</p>	<p><u>PLI Policy</u></p>
 <p><b>Standards of Practice Code of Ethics</b></p>	<p><u>Standards of Practice Code of Ethics</u></p>
 <p><b>Required Fees for Renewal</b></p>	<p><u>ACDH Fee Schedule</u></p>

 Questions or problems? Read the [Portal Tips](#) document or contact the College.