



ACDH Renewal Checklist

Use this checklist to ensure you're ready for Renewal *before* beginning the form.

WHAT TO DO

WHERE TO FIND IT



Update your Personal Information

Review your name and contact information and make updates if necessary.

Links list in the [Registrant Portal](#):

Name Change Request Form
Email Change Request Form
Update Registrant Contact Form



Enter Your Continuing Competence Activities

Review your CCP activities and makes updates if necessary.

Upload a New CCP Record Form
(Continuing Competence tab)



Review the *Registration and Practice Permit Renewal Policy*

Read the policy and update the following items if necessary:

[Registration & Practice Permit Renewal Policy](#)



Section 2: CPR

Review your CPR and enter your most recent certification.

Upload a New CCP Record Form
(Continuing Competence tab)
New registrants: CPR Certification Form
(Links list)



Section 3: PLI

Review your PLI and enter your upcoming policies.

Upload New Professional Liability Insurance Certificate Form (PLI Tab)



Section 5: Practice Hours

Review the practice hours you entered for the previous permit year.

Request for Practice Hours Correction Form
(Practice Hours Tab)
Estimated practice hours for Nov 2023 – Oct 2024 to be entered into the Renewal Form.



Update Your Employment Information

Review your employment information and update if necessary. Delete any duplicates.

Add Employment Information (Links list)
OR edit existing entries (Employment tab)



Update Your Education and Other Professional Registrations

Review your information and update if necessary.

Links list:
Update Education Information
Update Other Professional Registrations



Find answers to your questions

Review the Renewal FAQs page and Portal Tips document

[Renewal FAQs](#)
[Portal Tips](#)



Get Ready to Pay Required Fees for Renewal

Check the fee table and turn off pop-up blockers before beginning the form.

[ACDH Fee Schedule](#)