



ACDH

RENEWAL CHECKLIST

Before beginning your application for renewal of your practice permit:

Ensure that you are familiar with the **Registration and Practice Permit Renewal Policy** and are aware of all renewal requirements.

Update or review the following items in the Registrant Portal:

Ensure Your CPR is Current

(i.e. issued within the past 12 months) with correct dates and certificate, and taken at the correct level per the policy.

Enter your current CPR certification in the **Continuing Competence tab** of the Registrant Portal.

Upload Your Professional Liability Insurance (PLI)

with legible policy documents showing coverage for the entire permit year of November 1, 2025 to October 31, 2026.

Enter your PLI coverage for the upcoming permit year in the **PLI tab** of the Registrant Portal.

Enter Your CCP Credits

for any learning activities you have taken within your three-year reporting period.

If you are in the final year of your reporting period, your credits must be entered in the **Continuing Competence tab** before opening your renewal form.

Verify Your Personal Information

to ensure your name and contact information is current and accurate per the Notification Policy.

Refer to your **Profile**. Make any updates to your personal or contact information by using the appropriate forms in the Links list of the Registrant Portal.

Verify Your Education and Other Professional Registrations

to ensure your information is current and accurate.

Verify your information in the **Education & Other Professional Registrations tab** and make changes by using the forms in the Links list.

Update Your Employment Records

including the addition of any new records and the deletion of any duplicate records.

Click the blue pencil to edit existing records in the **Employment tab** or add a new record using the Add Employment Information form in the Links list.