

ARE YOU READY TO RENEW?

Renewals open April 4, 2016, and are due by June 30, 2016. Keep these FAQs in mind for a smooth and successful renewal.



■ ALL licensees and certificate holders must renew.

Current licenses/certificates expire on **June 30, 2016**. Even those who were recently licensed must renew.

■ Check your PDH!

You can't renew if you don't have the necessary professional development hours (PDH). You need 24 hours earned between July 1, 2014, and June 30, 2016. If you have carryover from the previous renewal period, you can apply up to 12 of those hours to this current period.

A list of those with carryover hours is available on the Board website: mn.gov/aelslagid/Carryover2014.pdf.

Check your records now, while time is still on your side, to see if you have the necessary hours.

(EXCEPTION: Anyone **newly** licensed on July 1, 2014, or later does not need to report PDH for this license renewal period.)

■ ETHICS professional development hours (PDH) are required this renewal cycle.

New PDH requirements are in effect and two of your PDH hours must specifically be ethics hours. Ethics hours cannot be carried over; they must have been earned between July 1, 2014, and June 30, 2016.

■ Seeking exemption from PDH? Get your request in!

Review the eligibility criteria (on the form) and then submit the Exemption Request Form (mn.gov/aelslagid/exempt.pdf) as soon as possible. Exemptions must be **preapproved** by the Board. You must make the request before you attempt to renew as you'll need to include the Board's acceptance letter with your paper renewal.

■ Retiring? Notify the Board!

If you do not wish to renew your license because you are retired, please notify the Board. Unless we hear from you by June 30, 2016, your license status will change to "expired."

Simply let us know of your retirement by **mail, fax,** or **email** (andrea.barker@state.mn.us), and we will update your status to "retired." We must have the request in writing.

Who?

ALL licensees/certificate holders.

When?

Renewals open:
April 4, 2016

Deadline:
June 30, 2016

How?

Online (Renewal) Services:
renewals.aelslagid.state.mn.us

You'll need your license/certificate number and last 4 digits of your social security number to log in. Renewing online is quick and easy!

PDF/print renewal form:
mn.gov/aelslagid/forms/2016renewal.pdf

Note: Neither link above is live until April 4.

Fee: \$120*
*When renewing by June 30. If renewing online, there is also a \$2.00 convenience fee.

More FAQs:

Online renewal:
mn.gov/aelslagid/FAQrenewals.html

Continuing education:
mn.gov/aelslagid/contedfaq.html

Or call the Board office:
651.296.2388

Additional contact information:

Fax: 651.297.5310
TTY: 800.627.3529

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