

INSTRUCTIONS AND INFORMATION FOR COMPLETING A RENEWAL UNIT CERTIFICATE

FOR THE APPROVED PROVIDER:

1. Complete your portion of the renewal unit certificate (**Section II**)
 - In-Service Title
 - Name of Instructor
 - First Day of In-Service (Date)
 - Business Phone
2. Have participants complete their portion of the certificate (**Section I**) and *return to you:*
 - Legal Name (Including Maiden or Former)
 - Date of Birth or SEID Number
 - Address and Telephone Number

At completion of the event:

3. Fill in the appropriate number of renewal units earned for each participant, in the box title "Renewal Units Earned".
4. Sign (**Section IV**) In-Service Approved Provider Verification.
(may be signed and photocopied by Provider or Designee before completion of training)
5. Give the Certificate to the Educator.
6. Report the completion of the event to OPI:
 - Annual Providers Report the information in the Renewal Unit Provider System (RUP)
 - Single Event Providers Fill out completion report, return to OPI along with a list of attendees. Completion reports must be returned even if you did not hand out any certificates.
7. Maintain records of events and participants for one year following the date of completion of the annual reporting requirement.

FOR THE PARTICIPANT:

1. Inspect the certificate for accuracy and completeness. (Incomplete forms are not acceptable for license renewal)
2. Sign the certificate and indicate the number of renewal units earned (**Section III**) Unsigned forms will not be accepted.
3. Maintain the original copy of this certificate. The original is required to be included with your application for educator licensure renewal or reinstatement.

DO NOT SUBMIT THIS FORM TO OPI PRIOR TO SUBMITTING A LICENSE APPLICATION

4. It is recommended that you keep a copy of all application materials submitted for license renewal/reinstatement. It is particularly important that you keep a copy of each Renewal Unit Certificate in case of an audit of renewal applications or provider records is initiated.
5. Providers are only required to maintain records for one year following the annual reporting period, and are not required to issue duplicate certificates. It is your obligation to keep the original certificate.