

It's That Time Again!

That's right, it's renewal time! In September, staff will begin mailing annual license renewal applications to out-of-country licensees. Renewal applications will go out to licensees residing in the United States in mid-October. To ensure that this renewal period is a successful one, we ask that you consider the following suggestions:

- Don't procrastinate! Submit your renewal application early on in the renewal period. If your renewal is returned, you will have time to resubmit it.
- Write legibly and use laymen's terms. If we cannot read your writing or do not understand your terminology, we will return your renewal for clarification.
- Make sure to provide a physical address. We will gladly use a post office box as your mailing address. However, you must also provide a physical address.
- Completely answer each question. Entering a check mark, an X or N/A is not acceptable.
- Enter all required C.E. information: including the date completed, the topics covered in the course, and the affiliated accredited college or "AZCE" approval code.
- Make sure your check is made to the proper agency and for the correct amount. We cannot accept a check or money order written to another agency or for the incorrect amount.

Please note that the requirements for providing documentation of your legal status have changed. If you submitted proof of your United States citizenship or a non-expiring work authorization with your initial license application, reinstatement application or 2009 license renewal application, you will not need to resubmit this documentation. If you provided documentation with an expiration date, you will be required to submit documentation of your legal status with your license renewal application each year.