

# Professional Educator Renewal Application Checklist

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- If required, have you submitted your fingerprints through Fieldprint?
- If required, have you scanned any documentation to upload into the Conduct and Competency questionnaire?
- If renewing with credits, have you reviewed your transcripts to ensure all six credits were earned during the valid dates of your license?
- Have you scanned your transcripts into a file that is 2MB or smaller and reviewed the scan to ensure it is legible OR submitted your PDP verification through either QEI or WECAN?
- Have you created a WAMS ID through the WAMS Self-Registration?
- Have you Onboarded and found your licenses?
- Do you have a credit card or pre-paid credit card?

WHEN YOU CAN CHECK OFF EVERY BOX, YOU ARE READY TO SUBMIT YOUR APPLICATION. YOU WILL RECEIVE AN EMAIL NOTIFICATION ONCE THE PROCESSING IS COMPLETED, AT WHICH TIME YOU MAY LOG BACK IN TO PRINT A COPY OF YOUR LICENSE. DPI NO LONGER MAILES OUT LICENSE CERTIFICATES.

## Option 1: Renew with 6 Semester Credits

**■ Manage Your EXISTING LICENSE(S)**  
You may print your license certificate(s) here. When it is appropriate, you may **request to advance, reactivate, renew, extend or upgrade each existing license below.**

Teacher: Professional Educator  
Teacher 5 Year #1001307185

Teacher: Renew Professional Educator 5 year license - With Credits [2103] ▼

**Go!**

## Option 2: Renew with Verified PDP

**■ Manage Your EXISTING LICENSE(S)**  
You may print your license certificate(s) here. When it is appropriate, you may **request to advance, reactivate, renew, extend or upgrade each existing license below.**

Teacher: Professional Educator  
Teacher 5 Year #1001307185

Teacher: Renew Professional Educator 5 year license - With PDP [2034] ▼

**Go!**

**■ Manage Your EXISTING LICENSE(S)**  
You may print your license certificate(s) here. When it is appropriate, you may **request to advance, reactivate, renew, extend or upgrade each existing license below.**

Teacher: Professional Educator  
Teacher 5 Year #1001307185

Teacher: Renew Professional Educator 5 year license - With PDP [2003] ▼

**Go!**