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## **To All Licensees Renewing:**

On behalf of the Committee, we want to thank you for your patience while we upgrade to our new automated licensure system.

Once you have registered and as you move forward through the online renewal process, you are asked several licensure questions that lead you to document page. Several licensees have shared their confusion as to what they need to upload.

### **TIP 1**

You will **ONLY** need to upload supporting documents/written details if you answered **YES** to any of the following:

- In the last 2 years, have you had any disciplinary action taken against your license; voluntarily surrendered your license while under investigation; or had any complaints or investigations pending against your license in another jurisdiction?
- In the last 2 years, have you been arrested, charged, subject to prosecution, indicted, found guilty, or entered a plea of guilty or nolo contendere, in criminal prosecution under the laws of any state or of the United States whether or not sentence was imposed or executed?

### **TIP 2**

• **CE's ARE NOT TO BE UPLOADED AT THIS JUNCTURE!** You will only need to upload these documents if you are **Audited**.

• Please note you will not be able to view anything you upload after it goes into the system. You need to keep your CE's in your own file.

### **TIP 3**

• You **do not** have to upload a photo at this time (FYI, for the next renewal cycle, we could ask you for a 2x2 photo that will go on your license, so plan accordingly).

• If you opt to upload a photo at this time, please follow the passport tips. U.S. Passport Photos