



### **Licensure Renewal Process Checklist**

- Complete a [Log of Professional Development](#) – which lists the completion of the required minimum number of PDUs and any supporting documentation.
- Obtain approval of PDUs from your building principal.
- Get in contact with Jill Holland in the Human Resources Department and request completion of a Professional Educational Experience Report (PEER) form. *The Log of Professional Development must be completed and signed by your supervisor, and a copy must be sent to HR before the PEER form can be completed. HR should receive the form no later than 60 days before your license's expiration date. A delay in sending these materials can hold up the renewal of your license.*
- Complete your application through e-licensing on the TSPC website and submit the licensing fee. *Effective July 1, 2019, you will no longer receive a grace period and your license will not remain active if you do not submit an application/fee online PRIOR to your license expiration date.*