

ReAPP (Renewal) Process

To renew a course, you will need to complete the following steps:

1. Go through the course and make any necessary changes or ensure the information is correct.
2. Make any changes to the cost. This is the time to make changes. The cost of the course is locked in for 12 months once the course is approved.
3. Upload the following documents:
 - a. Current State Business License. If you are a non-profit, you will need to upload the letter the Secretary of the State provided in lieu of a state business license. It will not be accepted if it is expired.
 - b. Current City or County Business License
****A & B do not apply to NSHE entities**
 - c. Current CPE license
 - i. If you are an NSHE entity, you will need to upload a current copy of the NWCCU letter.
 - d. Current course outline. Ensure the duration listed on the course outline matches what is listed on the program information of the scheduling tab in hours or weeks.
4. Email me when it is ready for my review.