

Case 1: The renewal applicant is short continuing ed credits. The applicant has taken an approved course, but **took it after the cutoff date** for continuing ed. Applicant can **retest or petition** to have the course credits count for the previous cycle. The petition reviewer needs to be clear in the approval letter that the hours will not count for the next cycle and Credentialing Unit staff need to juggle the database to be sure the applicant required hours for the next cycle are correctly indicated.

Case 2: The renewal applicant is short continuing ed credits. The applicant has taken a course during the correct time period but the **course did not have prior approval**.

The applicant can **retest**

OR the course provider can **request course approval**, and if approved either the course provider or the applicant can **petition** to have the course counted after the fact

OR the applicant can petition to take a different course **as in case 1**.

Case 3 (combination of 1 and 2 above) The renewal applicant is short continuing ed credits. The applicant has taken a course that was **not previously approved** and **took it after the cutoff date** for continuing ed.

Course needs approval, petition needed for counting the course after the fact, and petition needed to have the course taken after the cutoff date count for the previous cycle.