



How are training hours calculated?

Renewal:

When you are up for your annual renewal, you will need to have completed 16 hours of training in the past year to apply. You have the opportunity to renew early if you have completed those training hours before your expiration date. Keep in mind, renewing more than a month early will change your future renewal date. You will count all training hours from the date you submitted the year previous to the date that you are currently submitting. If your Registry account expires and you renew late, your training hours will be counted starting one year prior to the date you are applying.

Renewing on time example: You applied to the Practitioner Registry 02/28/2018 and your recertification is due 02/28/2019. You would count all training hours from 02/28/2018 until the date that you submit your renewal.

Renewing early example: You applied to the Practitioner Registry 02/28/2018 and you expire 02/28/2019. You have the option to renew early beginning 01/01/2019. You decide to renew 01/01/2019 because you have already completed your 16 annual training hours and would like any hours earned past 01/01/2019 to be counted towards next years renewal. Your new expiration date is 01/31/2020 and your 16 hours of training for your recertification begin accumulating 01/02/2019

Renewing Late Example: You applied to the Practitioner Registry 02/28/2018 and you are up for Recertification 02/28/2019. You do not submit your application by 02/28/2019 and you expire. You then submit your application 03/05/2019. Your training hours will be calculated one year prior from your submission date and the system will calculate all hours obtained between 03/05/2018 to 03/05/2019.

Initial:

If you have never applied to the Practitioner Registry, you will not be required to meet a training hour requirement when applying. At your yearly renewal, you will then need to meet a 16 hour training requirement. Your training hours for renewal will begin accumulating as soon as you submit your application.

Please keep in mind: If you do not complete your application within 60 days of submission, it may be cancelled and annual training hours will not start accumulating until you submit a new application.

What if I have left the field and now returned?

If you have previously applied to the Practitioner Registry and have been expired for over one year, you will no longer be considered a renewal and will not need to meet the annual training requirement when applying. But, you will then need to meet the 16 annual training hours at your renewal time.

If it has been less than one year since you have been expired, you are still considered a renewal and will need to have 16 annual training hours when submitting your application.