

Renewing a Professional School Service License

**Remember you can only renew during the last year of the validity period of the license and you need 60 PDPs.*

- From the Home screen, click on My Educator Profile
- Click on the Transactions tab
- Click the Start a new transaction button
- Choose Renew License
- Select your license
- Click Start transaction
- On the Overview tab, scroll down to Requirements
- Click on the words, Professional Development Points
- Scroll down, answer the statement in the shaded area (statement applicable only to principals, assistant principals, directors serving in a TASL-mandated position). Most likely, you will need to answer No.
- Place a checkmark in the box at the bottom, confirming that you have the minimum 60 PDPs
- Click Save and Continue
- On the Summary page, scroll down to the bottom and click Save and Continue
- Click Submit on the pop-out
- Answer eight legal yes/no questions (known as the personal affirmation), then check the box to confirm your answers
- Click Submit
- Click Submit one last time on the pop-out

Then click back on the Licensure tab and you should spot your new license. It is immediately issued with no waiting!