**External Credit Approval Process**

**The External Credit Request form is active!** PWCS staff are now able to submit and track external credit requests in the professional learning catalog. License holders may use this method to obtain approval from their principal/advisor when they have completed activities outside of the professional learning catalog and want to use them for license renewal. The External Credit Request replaces the manual process of submitting the paper renewal packet to a principal/advisor for approval. Once approved by the principal/advisor the external credit hours will appear on the professional learning transcript and may be used for the digital license renewal process when completed within the renewal period. This may include points earned through college coursework, conferences, curriculum development, educational projects, publications, mentorship/supervision or any other educational activity not offered through the Professional Learning Catalog.

[Click here for step-by-step instructions on the External Credit Request Process for license holders.](https://www.pwcs.edu/UserFiles/Servers/Server_340140/File/Human%20Resources/Certification/CertificationLicensure/LicenseRenewal/LicenseHoldersExternalCreditRequestInstructions.pdf)

[Click here for step-by-step instructions on the External Credit Request Process for principals/advisors who approve the requests.](https://www.pwcs.edu/UserFiles/Servers/Server_340140/File/Human%20Resources/Certification/CertificationLicensure/LicenseRenewal/PrincipalsAdvisorsExternalCreditRequestInstructions.pdf)

**A Digital License Renewal Application Process is available!**  Current staff holding a renewable license expiring 2022 **can use the digital form found in PWCS Records, when the license holder is only renewing a license and paying the license renewal fee electronically.** Principals/Advisors will now use the External Credit Request approval process mentioned above in lieu of signing paper license renewal forms. All license holders are encouraged to use the digital license renewal process when possible. [Click here for Instructions on the Digital License Renewal Process.](https://www.pwcs.edu/UserFiles/Servers/Server_340140/File/Human%20Resources/Certification/CertificationLicensure/LicenseRenewal/2022_Digital_Renewal_Instructions.docx)

License holders who meet any of the following criteria must submit a hard copy license renewal packet to the PWCS, Office of Certification:

* Renewing a license and making other licensure requests such as Adding an Endorsement or Adding a Degree
* Renewing a license and paying the fee with a personal check, cashier’s check, or money order
* Retired from PWCS and submitting a license renewal packet with supporting documentation for all points earned to the PWCS, Office of Certification
* Answered “Yes” to any of the criminal history background questions for license renewal  
  [Click here for Instructions on Submitting a Hard Copy License Renewal Packet](https://www.pwcs.edu/UserFiles/Servers/Server_340140/File/Human%20Resources/Certification/CertificationLicensure/LicenseRenewal/InstructionsHardCopyLicenseRenewalPacket.docx)