

Continuing Education Requirements for Staggered License Renewals

Any CLS or CLS specialist license that is not valid for a full two years will be required to only complete 12 continuing education (CE) contact hours from a state approved CE accrediting agency/provider. When a licensee receives a license that is valid for a full two years, the person will be required to complete 24 CE contact hours during the valid license period (24 months) and before renewing for the next two year (24 month) license period. Even-numbered birth year persons are now being issued licenses valid for more than one-year. Requirements have not changed for odd-numbered birth year licensees.

Example one: An even-numbered birth year person was born on October 1. The person has received a renewal notice in November 2006 to renew his/her license before January 1, 2007. A renewal request, fee as indicated on the renewal notice, and 12 CE report has been received by LFS as required. This person will receive a renewed license valid until October 1, 2008. This licensee will need to complete 12 CE contact hours before October 1, 2008, submit the renewal stub and a two-year fee as indicated on the renewal notice. LFS will issue a two-year license valid from October 1, 2008 to October 1, 2010. During the two-year period from October 1, 2008 to October 1, 2010, this licensee will need to complete 24 CE contact hours before being issued a renewal license that would be valid from October 1, 2010 to October 1, 2012.

Example 2: An even-numbered birth year person was born on May 10. This person's license renewal will be valid until May 10, 2008. During this 16 month valid license period, this licensee will be required to complete 12 CE contact hours to renew his/her license before May 10, 2008. The licensee will be issued a two-year license valid from May 10, 2008 to May 10, 2010. During the two-year period from May 10, 2008 to May 10, 2010, this licensee will need to complete 24 CE contact hours before being issued a renewal license that would be valid from May 10, 2010 to May 10, 2012.