



Tips for a successful CDRS renewal

Check your certificate for expiration date

30 contact hours must be earned during the 3-year renewal cycle

- ✓ **Contact hour requirement:** A total of 30 approved* contact hours is required between 1/1/xx and 12/31/xx (3-year cycle) to renew your certification.
**Approved courses are listed on the ADED website: <https://www.aded.net/page/225>*
HELPFUL TIP...all education activities offered by ADED or ADED-CHAP providers are approved.
Note...continuing education events may not be repeated for credit during the same renewal cycle.

- ✓ **Contact hour approval:** Did you take a course not approved by ADED? You must apply for contact hour approval **before** you submit your CDRS renewal application.
Application forms are listed on the ADED website: <https://www.aded.net/page/225>
HELPFUL TIP...If in doubt, please contact one of the Certification Committee Co-Chairs.

- ✓ **Renewal application:** In the spring of your expiration year, renewal reminders are mailed. **Deadline for renewal application is November 1.**
HELPFUL TIP ...have you moved? Be sure to let us know! Reminders are mailed to the last known mailing address.
HELPFUL TIP ...has your e-mail address changed? Be sure to let us know! Most communication from ADED is via e-mail.

- ✓ **Proof of attendance:** Proof of attendance will be requested in the case your renewal application is selected for audit.
HELPFUL TIP...scan and upload your certificates to the renewal application, saving a step should you be selected for audit.
HELPFUL TIP...keep your certificates of attendance in a safe place for quick access.

- ✓ **Random Audit:** 15% of renewals are selected for a random audit each cycle. If your application is selected, you will receive notification in writing.
HELPFUL TIP...If your renewal application is selected for audit, proof of attendance and contact hours' approval for activities listed on the record of continuing education activities will be required.