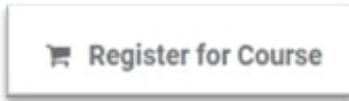


Certification Renewal Process

- Log into the Portal. If you need to create an account, follow the directions on our [website](#).
- In your Dashboard, click “Register for Course” in the left-side panel.



- Click the “All categories” drop-down menu and choose “KDLA Certifications”.



- Choose the correct renewal certification to register for.
 - For more detailed information, please visit the KDLA [website](#).
 - Scroll over the certificates below for contact hour requirements.
 - Professional I- Renewal Application
 - Professional II- Renewal Application
 - Professional III- Renewal Application
 - Professional IV- Renewal Application
 - Paraprofessional I- Renewal Application
 - Paraprofessional II- Renewal Application
 - Paraprofessional III- Renewal Application

- To register for a credential, click the “Register” button on the credential card.



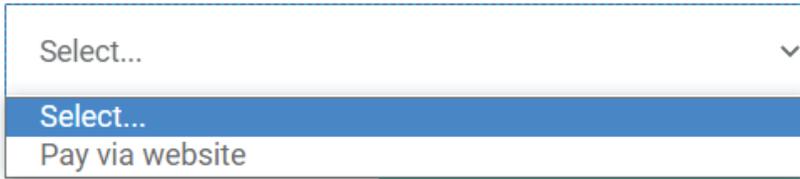
- Click “Proceed to Checkout” in the top right corner.



- You will now need to pay for the Certification Application.
 - All certification applications require a \$20 fee.
 - When paying through the Portal, an administration fee will be assessed. This fee is paid to Kentucky Interactive, our service provider.
 - Payment via ACH/Electronic Check has a flat \$2.00 fee; payment via Credit Card has a 2.95% fee, roughly \$0.59 per every \$20.

- Under Payment Method, choose "Pay via website"

Payment Method:

A dropdown menu with a white background and a blue border. The text "Select..." is displayed in the main area, and a small downward arrow is on the right. The dropdown is open, showing two options: "Select..." (highlighted with a blue background) and "Pay via website".

- Click "Make Payment"



- Choose "ACH/Electronic Check" or "Credit Card"

Select Payment Type



ACH / ELECTRONIC CHECK

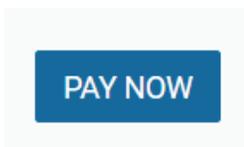


CREDIT CARD

- Enter card or check details along with any other information the form requires.
- Click "Next"



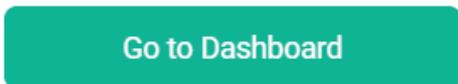
- Ensure that all the information is correct.
- Click "Pay Now" (It may take a moment for the payment to process)



- You will then see a payment confirmation page along with a confirmation number.
 - This will also be emailed to the email address you provided.
- Click "Finish"



- Click "Go to Dashboard"



- You will be directed back to your Dashboard.
- You will then see the Certification Application you signed up for under the Credentials box.
 - You may need to scroll down to see the credentials box.

 CREDENTIALS

◇ Credential	◇ Current Cycle Start	◇ Current Cycle End
▼ Paraprofessional I - Renewal Application	02/06/2023	03/08/2023

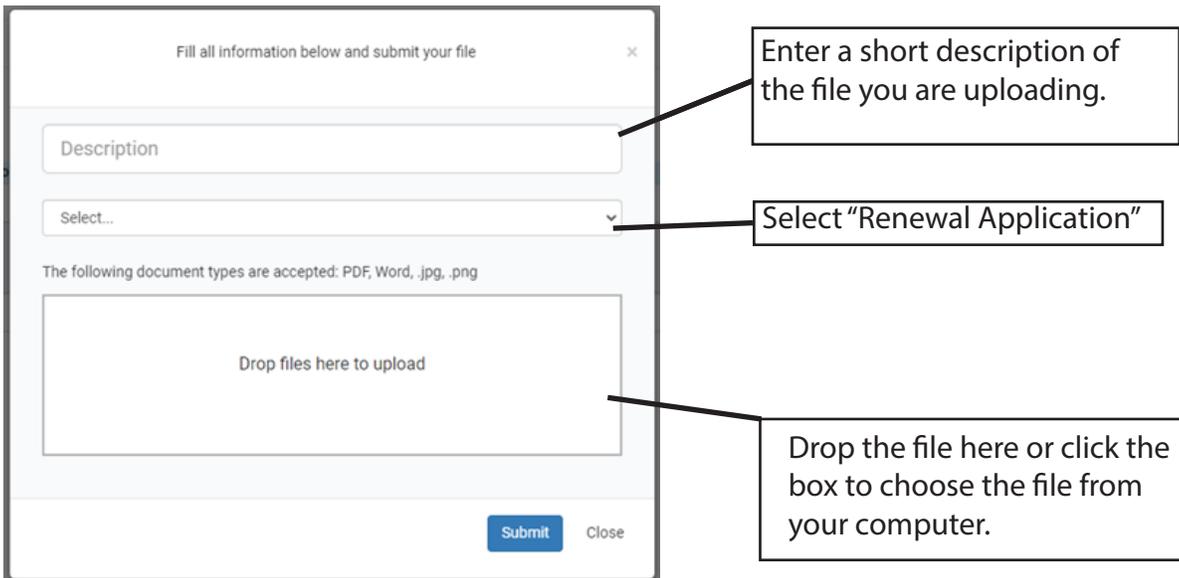
- You will now upload the Renewal Application for Certification of Librarianship.
 - ***You will have 30 days from registration to upload the correct file***
- You can download the required file from our [website](#).
- To upload the required file:
 - To the right of your credential, click the orange “Upload Missing Files” button.
 - You may need to scroll to the right to see the button.

UPLOAD MISSING FILES

- The External Files page will open.
- Click “Add new file”



- A window will pop up so you can enter in all your information and upload your file.



The screenshot shows a modal window titled "Fill all information below and submit your file" with a close button (x). It contains a "Description" text input field, a "Select..." dropdown menu, and a large "Drop files here to upload" area. At the bottom are "Submit" and "Close" buttons. Three callout boxes point to these elements:

- Callout 1: "Enter a short description of the file you are uploading." points to the Description field.
- Callout 2: "Select 'Renewal Application'" points to the dropdown menu.
- Callout 3: "Drop the file here or click the box to choose the file from your computer." points to the drop area.

- Click “Submit”

Submit

- KDLA will review your file submission.
 - If approved, your credential will show as Completed in your Dashboard.

◇ Status	◇ Compliance
COMPLETED	COMPLIANT

- If not approved, KDLA will email you to obtain additional information.