

Courses expire to ensure the course contains a relevant and updated instructional plan. The renewed course will result in a new course ID number and the course content must meet current course approval criteria. Practices in assessing the content and requirements for a training may change over time.

STEP 1: Exp	ed Course Notification					
Courses:	251173 PDAS Summit Afternoon Session 4 - Foundation	ons Breakout Expired	The Registry	Approved	3/13/2017	3/13/2020
	251172 PDAS Summit Afternoon Session 3 - PowerPoi	int Beyond the Basics Expired	The Registry	Approved	3/13/2017	3/13/2020
	<u>784529</u> 10/23/2018 - 10/23/2021	2 A Developmentally App YoungStar Quality Inc			ents:	
Events:	<u>686152</u> 1/21/2015 - 1/21/202	0 Afterschool & Youth Instructor Training	Developm	nent Crede	<u>ential</u>	

- 1.) The Course Expiration Date is listed on both the course and the event(s) scheduled from the expired course. Registered courses and Conferences expire after 1 year. Tier courses expire after 3 years.
- 2.) When scheduling an event for a course that is about to expire, the system will display the triangle warning symbol.

STEP 2:	View	' Expir	ed Courses			
	Events	Courses				

莘Filter Courses				New Course
Course Status	Course Type		Pending trainers	
Filter by Status 🗸	Filter by Type	~	Filter by Pending Trainer Statu	s 🗸
Include All Expired Courses				Filter Courses
Q <sub>Search</sub> Courses				
Search all courses by Course ID, course title, or sponsor o	organization name.	Search	Reset	
	2	<u>278032</u> <u>5</u>	S Restricted Course	Expired

- 1.) The left-hand side of the screen will have a green tool bar, select **TRAINING ENTRY** to see a list of courses. Select **INCLUDE ALL EXPIRED COURSES** to filter courses.
- 2.) Open the course you wish to renew.

STEP 3: Revise/Renew		
	Schedul	e Event Revise/Renew Exit Details
SS Restricted Course		1 Course ID 278032
Course Details Events Authorized Trainer	5	
	12	: <b>Details</b> D 278063
I agree to the terms and conditions for Course A	pproval	<b>3</b> Previous Submit for Approval

- 1.) Select the **REVISE/RENEW** button to renew the course.
  - a. If you start the renewal process, but do not finish, you can return to finish at a later date. Select **Edit Course** to return to the finish the updating the course
- 2.) Review course required information is filled out based on current policy. View current <u>Tips & Tricks</u> and the <u>Diversity & Inclusion statement guide</u> for reference.
- 3.) Submit the course for review. Courses are reviewed within 1-5 business days.

**Please Note:** Although a course was previously approved, it is not guaranteed the course will be automatically reapproved. The Wisconsin Registry staff review every course in detail prior to approval. If revisions are required, the course owner will receive an email from the Wisconsin Registry detailing what revisions need to be made to meet the current course approval criteria.