How to Renew a Course

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.

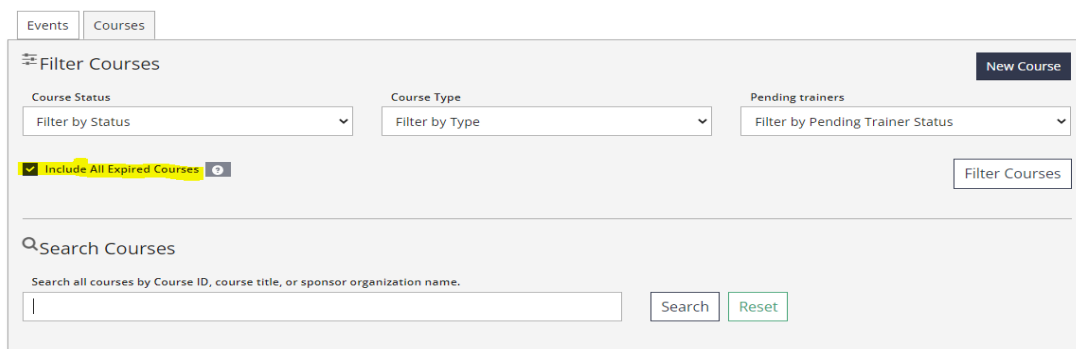## STEP 1: Expired Course Notification

Courses:

Events:

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 Expired Courses

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

Schedule Event **Revise/Renew** **Exit Details**

SS Restricted Course

① Course ID 278032

| **Course Details** | Events | Authorized Trainers |

Schedule Event Revise/Renew **Edit Course** **Exit Details**

1a Course ID 278063

☐ I agree to the terms and conditions for Course Approval

③

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 Tips & Tricks and the Diversity & Inclusion statement guide 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.