Need to Request an Extension?
If you would like to request an extension for your renewal, click the credential in the **My Certifications and Renewals** section.
When your renewal requirements page opens, click the **Request Extension** button.

The **Submit Application** button will function when your continuing education requirement has been met. If you are renewing by re-examination, go to the Renewal Checklist tab.

Your requirements can be accessed from this page. Click the tabs to see the requirements. Notice the icons associated with the statuses.
Select the **30 Days** extension OR the **1 Year** extension.

Click the **Next** button.
Add the extension fee to your Shopping Cart
By clicking the **Next** button.
You’ll see the extension fee in your Shopping Cart. Click the **Check Out** button.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Discount</th>
<th>Net total</th>
<th>Paid Amount</th>
<th>Balance Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal Extension Fee - 30 Days</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cart Total**

- **Subtotal**: 
- **Total discount**: 0.00
- **Net Total**: 
- **Total Paid**: 0.00
- **Balance Due**: 

**Discounts**: Enter Discount Code (if applicable)
Confirm your name and billing information.
Select your method of payment.
Click the **Continue** button.
Confirm your order and click the **Submit Order** button to complete your payment.

You should receive an e-mail confirmation of your payment.