Submitting Your Renewal Application
Click the credential in the **My Certifications and Renewals** section of the screen.
If you are renewing by continuing education, the Submit Application button will activate when you have 100 CE hours (CRC and CCRC) or 80 CE hours (CVE, CWA, CCAA). Click the **Submit Application** button to complete and submit your renewal application.

<table>
<thead>
<tr>
<th>Customer:</th>
<th>Customer ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Renewal Application:</td>
<td>CRC Renewal</td>
</tr>
<tr>
<td>Current Renewal Cycle Start Date:</td>
<td>04/01/2016</td>
</tr>
<tr>
<td></td>
<td>04/30/2021</td>
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</tbody>
</table>
| 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.
Read the entire Attestation statement.
Check the box at the bottom of the form and click the **Next** button.
Read and respond to the Disclosure Questions.

If you have answer Yes to Questions 2-7, you are required to upload supporting documentation.
When all questions are answered, click the **Next** button to continue.
Follow the prompts to pay your renewal fee.
Add the Renewal Fee to your cart by clicking the **Checkout** button.
You should see the Renewal fee in your shopping cart. Click the **Check Out** button.
Confirm your name and billing information.
Select your payment method.
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.