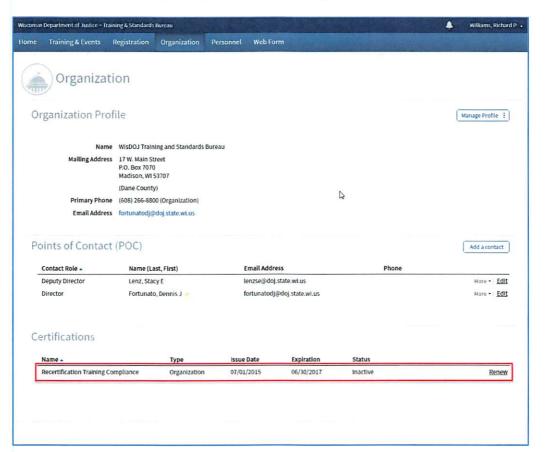
Below is the renewal process to follow in Acadis after all of your eligible, primary officers have completed training for the state fiscal year (July 1 – June 30) and your agency is ready to receive reimbursement.

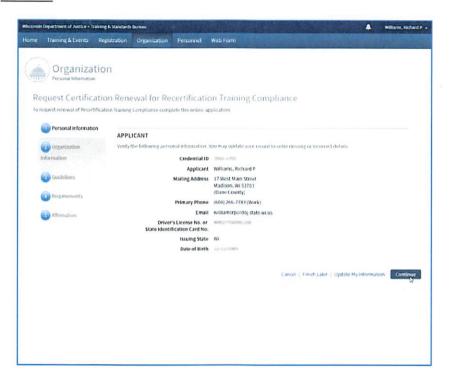
1. From the Acadis portal click on the Organization tab



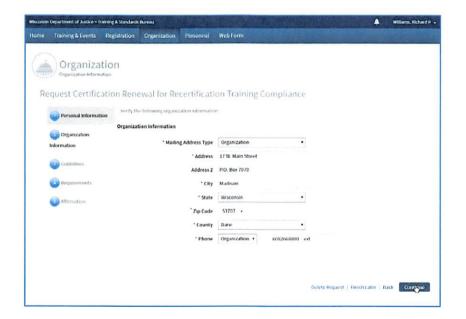
2. On the <u>Organization</u> page under "Certifications", you will see "Recertification Training Compliance". Click on the <u>Renew</u> link located to the right of the certification.



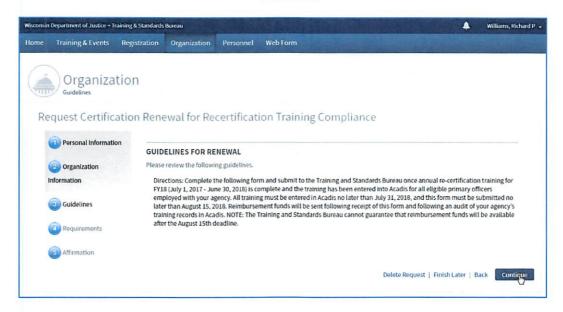
3. You will be prompted to review your information. Please review, update if necessary, and then click Continue.



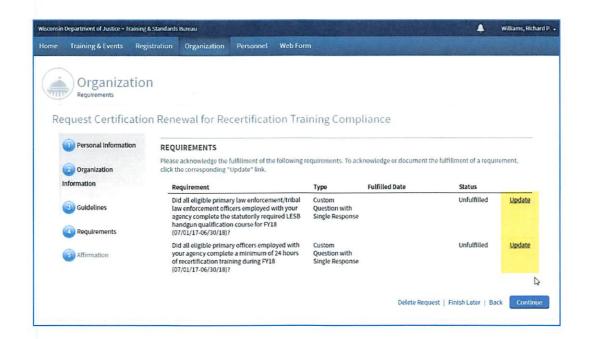
4. The next step will be to review the information for your organization. Please review, update if necessary, and then click <u>Continue</u>.



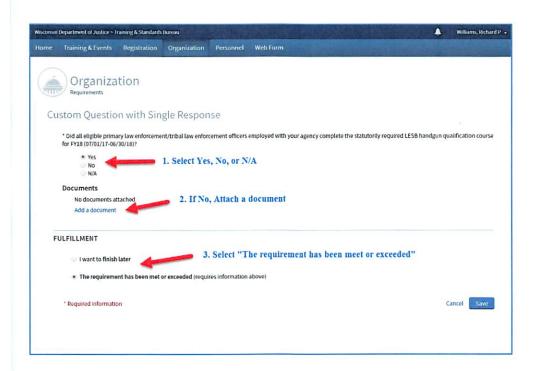
5. Review the Renewal Guidelines and click Continue.



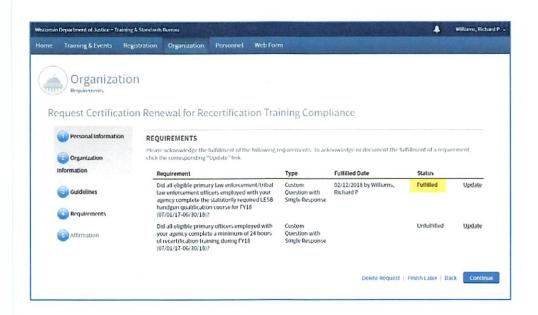
6. Fulfill Renewal Requirements by clicking on Update.



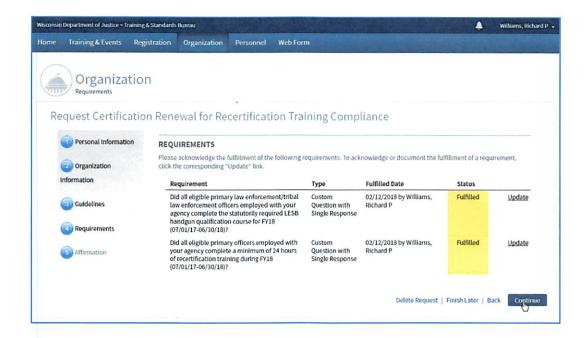
7. Complete the requirement by answering the question. If all eligible primary officers <u>did not</u> complete training, attach a list of those officers who <u>did not</u> complete training under "Documents". Under Fulfillment, choose "The requirement has been met or exceeded" to move on, or "I want to finish later", to complete the process at a later time. Click <u>Save</u>.



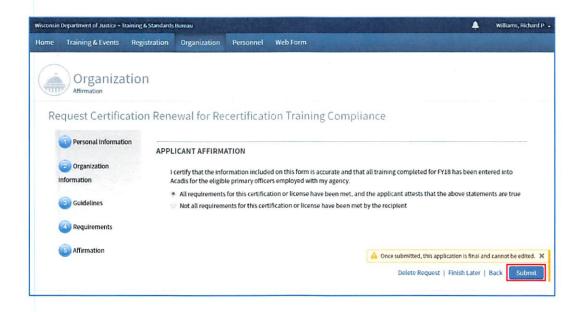
8. When complete the "Status" will show "Fulfilled".



- 9. Repeat the same process for the rest of the renewal requirements.
- 10. When the "Status" for all requirements indicates "Fulfilled", click Continue.



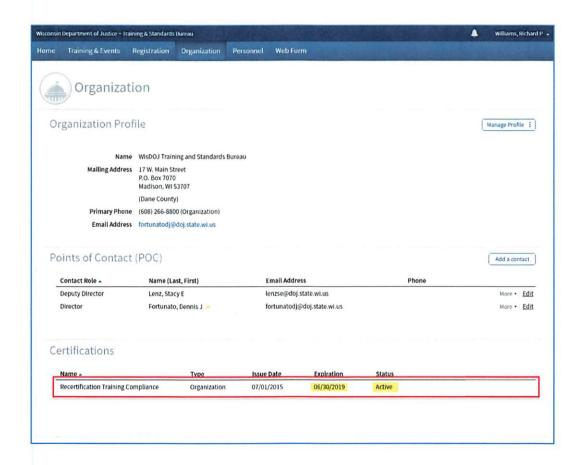
11. Read the Renewal Affirmation and select an answer. Click Submit.



12. Your report will be submitted to Training and Standards. You will receive an "Audit Alert" popup stating that your renewal has been selected for audit. The Training and Standards Bureau audits all training records for the fiscal year. Click Done.



13. After the Training and Standards Bureau completes the audit, the "Status" under "Certifications" for your organization will indicate "Active" and the Expiration date will be updated to 6/30 of the next FY.



Please contact your Training and Standards Bureau Field Representative with any questions.

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