

• **Don't wait....avoid the stress!** Life can throw you some curves so don't wait until December to earn your continuing education (CE) or to pay for the renewal of your license(s). Sickness, family emergencies, holiday vacations, bad weather, can all get in the way of end of the year renewal. Each year licensees make a mistake in the number of credits, or type of credits they earn which results in paying large fees. Avoid the stress...earn your continuing education and renew early in order to catch any mistakes.

• **Record your continuing education credits as soon as you complete the course.** Continuing Education Providers DO NOT submit your continuing education credits to this Board AND this Board does not record your continuing education for you. It is the licensees' responsibility to ensure receipt of the proof of attendance form from the Continuing Education Provider, and to report those credits to this Board. Recording your credits online as soon as you earn them will save wasted time searching for the forms or trying to contact CE providers at the end of the year.

• **Upload your proof of attendance forms at the same time as recording your credits.** Uploading your proof of attendance forms is not a requirement of renewal, but it will save you time and stress should you be selected for the continuing education audit. Each year 10-20% of licensees are randomly selected for the audit. By the time the audit takes place in February of the following year you have probably filed away your renewal paperwork with the hopes of not having to look at it again. If the documentation has already been uploaded to your account the audit will take place without your having to lift a finger.

• **Do not submit proof of attendance forms with other Licensing Board's Heading on top.** Proof of attendance ("POA") forms are made specific to the Irrigation Licensing Board. The POA has the Irrigation Board seal and address at the top, but most importantly it has the proper course numbers assigned by this Board and the proper number and type of credits. **Proof of attendance forms will not be accepted without the proper course number, the course date, the licensee's name printed and the licensee's signature.** *Certificates from some online providers are accepted but may not have the proper course number. It is your responsibility to look up the course on the Board website, find the proper course number and record it into your account.*

• **If you renew by paper, proof of attendance forms are now required.** Proof of attendance forms from other Boards will not be accepted even if it is for the same course you are recording. Other Boards do not use the same course numbers nor do they always approve courses for the same number of credits as this Board.

• **Do not forget to renew your corporate license at the same time you renew your individual license.** A number of licensees forgot to renew their corporate license this year. Not only does it hold up the renewal of your individual license, you may end up paying a late fee.

• **Keep your contact information current, especially email addresses.** Log into your account(s) and make sure that the information on your contact page is correct. Email is the Board's main form of communication. In addition, should you forget your password, the system will email a new password to you, but the proper email address must be on record.

• **Never hesitate calling the Board's Administration for help.** If it is a weekend or a holiday, email Administration so that you can be contacted as soon as possible. The holidays are another good reason not to wait until December to renew. If the Board office is closed for the holidays you may end up paying late fees because help is not readily available.