HOW DO I: RENEW MY PROVIDER STATUS AND COURSES?

Education providers and courses can be renewed via SBS for Organizations. First, login to your SBS for Organizations account, then follow the steps below. If you do not have a SBS for Organizations account, learn how to sign up here.
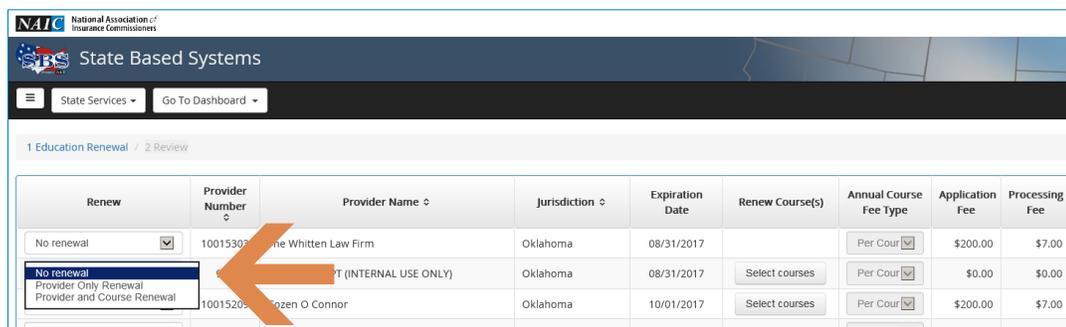
1 **Renewal Application**

After logging into your SBS for Organizations account, from the Provider Dashboard, click on the Renewal Application icon.
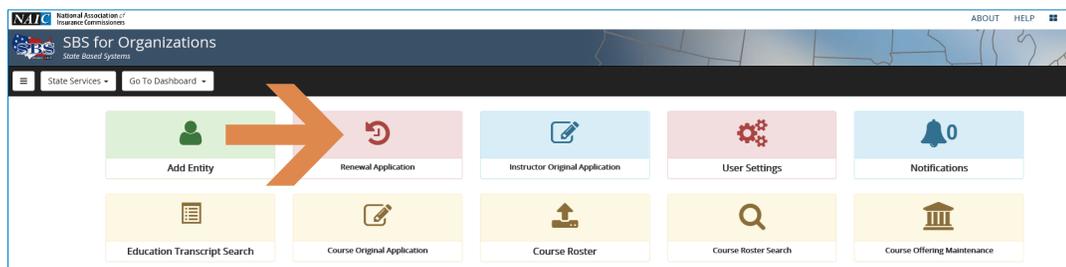
2 **Select Renewal Option**

In the Renew column, select your preferred option from the drop down. If you elect to renew a provider and its associated courses, continue to Step 3. If you elect to renew a provider only, click Next at the bottom of the screen and skip to Step 4.

3 Select Course(s) to Renew

Click the Select Courses button in the Renew Course(s) column (first image). In the pop-up box (second image), select the course(s) you want to renew by selecting the box in the far left column of the applicable row and click Save when finished. When all providers and courses you want to renew are selected, click Next at the bottom of the screen.

4 Review and Submit Payment

Once your selections have been reviewed, click Next. Enter payment information and click Finish. You will receive confirmation that your provider and course(s) have been renewed.

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