**EDAC Renewal Checklist**

Each EDAC certified individual must maintain their certification by obtaining a minimum of six (6) continuing education units (CEUs) every two years and pay the renewal fee of $95.

- **1.)** Know your credential expiration date. The expiration date is printed on the certificate with your EDAC ID number.
  - If you are certified between **January 1st and June 30th**, your renewal will be **February 1st** of the second year. Ex: Certified date is 6/1/2018, expiration date is 2/1/2020, and then 2/1/2022, and so on.
  - If you are certified between **July 1st and December 31st**, your renewal will be **July 1st** of the second year. Ex: Certified date on 8/1/2018, expiration date is 7/1/2020, and then 7/1/2020, and so on.

- **2.)** Read the EDAC **Continuing Education Policy**.

- **3.)** Obtain a minimum of 6 CEUs. View the list of [EDAC approved courses](#), or you can get additional CEUs here:
  - Icons and Innovators **on-demand webinars** (purchase provides access to ALL webinars for 24hrs)
  - Icons and Innovators Live webinars
  - EBD Journal Club webinars
  - HERD Journal (requires subscription) – use code HERD10 for 10% discount
  - Research Design Connections (requires subscription)

- **4.)** Keep copies of your CEU attendance record in case you are selected for an audit.

- **5.)** Receive a **Renewal Notice** from Castle Worldwide, Inc. via hard copy and email 4 months and email 1 month prior to your renewal date.
  - The renewal notice will contain an assigned username and password to access the online Renewal Application through Castle Worldwide.
  - If you do not receive your Renewal Notice, please contact EDAC at edac@healthdesign.org so we can facilitate the process with Castle.

- **6.)** Login to Castle Worldwide as “**Returning Candidate (You have a password)**” and use the assigned login credentials.

- **7.)** Select **Renewal Application** – you will see Steps 1-10 of the application process.

- **8.)** Complete the demographic data of the application, Steps 1-4.

- **9.)** **Step 5: Continuing Education Hours**
  - Click **Add New CE Record**
  - Enter **Date Completed**
  - Select **Provider**. If the course is not listed, you may submit via “**Other Provider**” and submit the course information, which will then be approved or denied by EDAC.
Select **Course** (will populate approved courses and the corresponding CEU hour)

- Click **Insert**
- Continue process until you submit at least 6 CEUs

☐ 10.) Finish the renewal application by completing steps 6-10 by paying the $95 renewal fee.

- For applications completed after the February 1st or July 1st renewal, a **$50 Late Fee** is assessed by Castle Worldwide. Candidates must complete their application by **April 15th** for February or **September 15th** for July renewals otherwise the renewal application expires.*
- *Candidates with an expired credential (within four years from expiration date) may request reinstatement by contacting edac@healthdesign.org. Candidates must provide a reinstatement request letter, show proof of continuous learning, and will need to pay a penalty fee.*

☐11.) Continue obtaining CEUs and retain copies for the next renewal period

- The Castle Worldwide renewal is only an application so candidates are unable to submit CEUs until their next renewal period