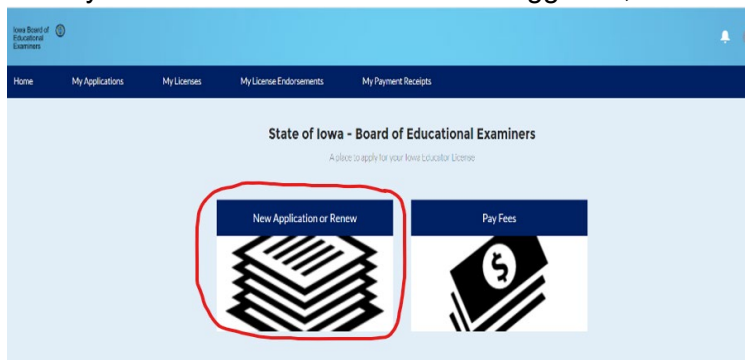


Directions for Renewing a PSL School Counseling Application

1. There are two options for PSL renewals:
 - a. **Option 1:** Renew a Professional Service License
 - 4 credits (or 2 renewal credits if the applicant holds a doctor's or specialist's degree)
 - Current [mandatory reporter training](#) for child abuse.
 - b. **Option 2:** Advanced Degree/10 years of experience
 - Official transcripts showing the master's degree or a note stating that the applicant already holds a license that required a master's degree (the applicant can write this note themselves)
 - Verification of at least 10 years of licensed K-12 experience in education in the form of a letter on school letterhead from an administrator or school HR department.
 - Current [mandatory reporter training](#) for child abuse.
2. Go to the [Apply webpage](#) under Educator Licensure.
 - Have your folder number ready if you already hold a license.
 - Use the [License Search](#) if you are unsure of your folder number or unsure if you have one.
3. From the Apply webpage, select either:
 - a. [Create a new account](#) (if you have never used our online application system)

or

 - b. [Log In](#) (if you already have an account)
4. Once you have created an account or logged in, select **New Application or Renew**.



5. Confirm your profile information and select **Next**

6. Select Renew Existing License

The screenshot shows the New York State Education Department website. The navigation bar includes links for Home, My Applications, My Licenses, My License Endorsements, and My Payment Receipts. The main content area is titled 'Please select the type of application you would like to begin.' and lists several options: 'Apply for a new License', 'Renew Existing License' (highlighted with a red circle), 'Convert a License', 'Extend a License', 'Add Endorsement', and 'Other (Reprint Request, Update Information, Etc)'. Below the list, there are detailed instructions for each option: 'New License' is for applying for a new license; 'Renew' is for renewing an existing license; 'Convert' is for converting a license to its next stage; 'Extend' is for extending an existing license; 'Add Endorsement' is for adding new endorsements; and 'Other' is for other functions like name change.

7. Select the License you are renewing: **Professional Service License**

Please select the license you wish to renew

Select License

-- Please Select --

8. Select Application Type:

- Advanced Degree and 10 Years' Experience
- Renew Professional Service License

9. The system will now have you

- Agree to creating an application, read through the instructions and scroll to the red X's.
- Complete a checklist
- Upload the required documents.
- Pay the fees/Submit application.