



Considerations for Renewing Certificates of Competency

- If renewing independently of your licensed employer the certification will not be issued until the employer has also renewed. **Regardless** of any invoice which may or may not be paid.
- When renewing with your licensed employer (one invoice/bill) remember:
 - Submit your completed and signed certification renewal form to your employer.
 - Do not send additional renewals independently.
 - The renewed certification will be sent to your employer for tracking and distribution.
 - Check with your employer regarding submission status.
 - Handed in to your employing contractor for group submission does not equate to being received by this office before the statutory deadline of December 31.
 - There are many issues which may delay and even prevent invoicing for a license which will affect the certification(s) issued under it.
- All renewals must be signed and dated.
 - The employing contractor cannot sign for any certificate holder.
- Renewals can take up to three (3) weeks to generate an invoice. Many factors, most tied to the contracting license, can affect or even interrupt this timeframe.
- Those certified under both RCW 18.160 (Levels 1, 2, 3, U, or ITT) and RCW 18.270 (Residential, Journey, or Trainee Fitters) must be mindful of which certifications you hold and when they expire. RCW 18.160 renews annually while RCW 18.270 is a biennial program ending on even numbered years so you will receive an additional renewal on even numbered years. Renewing one does not renew the other so if you wish to maintain both you must submit both.
- **Do not pay any amount other than the invoiced total.**
 - When submitted with your licensed employer they will be invoiced.
 - When submitted independently the certification will not be issued or your status renewed until the employer's license renewal has also been paid. Simply paying your invoice alone does not mean you are current or renewed.
- All invoiced credentials are released within five (5) working days of receiving (a matching) payment.