



# Adding a Certification Renewal to Employment Record

1. **LOG INTO THE EMPLOYEE SERVICE CENTER**
2. On the Certifications tab, select the certification. The Renew Certification button becomes active. Click the **Renew Certification** button to view the Renew Certification box.

The screenshot displays the 'My Certifications' section of the Employee Service Center. The left sidebar has 'My Certification' highlighted. The main area shows a table with the following data:

Area	Level	Type	Status	Issue Date	Expiration Date	Submitted On	Submitted Status	Approved By
English Language Arts and Reading/Social Studies	4-8	STANDARD	Valid	03-07-2018	08-31-2023			

Below the table, there is a note: "Note : If you have added endorsements to your certification that are not listed here, please complete the Request to Add Certifications form found on cfbisd.edu under Human Resources, Certification. <https://cfbisd.edu/departments/administrative-support-services/human-resources/certification/>"

At the bottom of the table area, there are two buttons: "Add Certification" and "Renew Certification". The "Renew Certification" button is highlighted in blue, indicating it is active.

Support code: EmployeeCertificationDetails.jsp

3. In the **Issued** field, enter the date the renewal was issued.




**Renew Texas Certification** [X]

Please enter the exact expiration date.



Area: English Language Arts and Reading/Social Studies

Level: 4-8

Issued: 03-07-2018

Expiration: \*  

**Attachment(s)** [v]

4. In the Attachment(s) panel, click Upload then click the **Choose File** button and locate/select your attachment. Repeat this step as necessary for additional attachments. An attachment is required.

5. When you have finished configuring certification details, click the **Submit** button to submit the certification for verification by HR Staff.