



Local Credentialing Committee (LCC)

Appendix B

How to Renew

- Once your account is created, log in. Please be sure to read the instructions.
- If you are prepared with ALL PDF documents that are required, the entire renewal process should take less than 15 minutes.
- If you are currently working in a Maine public school district and have not been recommended by your certification committee, please confer with your certification chair and/or superintendent.
- If you run into any difficulty, please be sure to utilize the [step-by-step instructions](#) prior to calling or emailing the certification department.
- If you have a username or password issue, please call the Help Desk (207) 624-6896

