

Renewing your TRADPSS

*****Please follow the steps below and complete both parts: Renewal & Supervision*****

To turn in your Annual Supervision documents:

1. Please log in to your eservices account <https://oop.ky.gov/DPLServices/Login.aspx>
2. Click the supervision link on the right hand side of the main menu
3. Select your ADC credential. The next screen will list your supervisors by name.
4. You will see a link to the right of your supervisor's name that says Annual Documents shown below. Click the link, answer the questions prompted by the system, entering only supervision hours earned during the previous year. You will need to do this for each active supervisor. Enter your supervision session information individually by date of session. **Do not enter hours from a previous supervisor under a different supervisor's name.** Sign your name electronically.

SUPERVISOR(S)

| Name | License# | Start Date | End Date | Forms | Remove |
|------------|----------|------------|----------|------------------|--------------------------|
| ██████████ | ██████ | 1/3/2020 | | Annual Documents | <input type="checkbox"/> |

Search and add a supervisor: Last Name: License #:

I do hereby certify under penalty of law, that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my application could be rejected or my certification revoked by the Board. Furthermore, I agree to abide by the standards of practice and code of ethics approved by the Board.

I Agree

5. When the system takes you back to the screen where your supervisors are listed, scroll down to **click I agree and continue to finalize your submission.**

Search and add a supervisor: Last Name: License #:

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I Agree

6. You will know that your supervision information has been submitted successfully when you receive a **transaction complete receipt** and the status changes from **pending submission** to **pending supervisor review**.

7. Your supervisor will then need to log into their account and review. Once they submit, the status will change again to **pending Board review**.

To Renew:

1. Please log in to your eservices account <https://oop.ky.gov/DPLServices/Login.aspx>
2. Select license renewal/license extension link on the left hand side of the main menu and answer the questions prompted by the system following the same sequence of actions to finalize submission as above.
3. Feel free to reach out to the Board Administrator to double-check your account by emailing adc@ky.gov