

**GWRRRA University  
COMPLETING AND SUBMITTING  
FORM U.1 UNIVERSITY RENEWAL**

The following provides directions on how to complete University Form U.1 *University Trainer Renewal*. Each field will be covered in order as it appears on the form from top to bottom and left to right.

The renewal process is different in only two places. Those will be covered at the end of the application discussion.

Instructions for forwarding the U.1 form electronically are at the end of this section.

<b>Field Name</b>	<b>Information needed or action to take</b>
Date	Today's date (MM/DD/YYYY)
First Application	Check this box unless this is a renewal
Name	Enter your name as you would like it to appear. If your given name is William but you want to go by Bill, enter Bill on this line
GWRRRA#	Enter your GWRRRA Member number. Be sure it is correct
Address	Your street address or PO Box
City	Your City
State/Province	Your State or Province
ZIP/Postal Code	Your ZIP Code or Postal Code
Telephone #	Your home telephone number
Cell #	Your Cell phone number
Email Address	The email address on file at GWRRRA Headquarters. This will be used for official correspondence.
Event, Date, Seminar Presented	These fields are for renewals only and will be covered later.
Signature	You may sign but typing in your name allows the document to proceed through the process electronically and will make the approval process more efficient.
GW University Trainer #	If you have previously received your number you may enter it here in the format of SI-#### where #### indicates the four digit number that you were assigned.
All fields below the double lines are for Program Officers' use and for tracking purposes. The applicant does not need to complete any more of the form.	

<b>Field</b>	<b>Information needed or action to take</b>
Renewal	Check this box if the form is being used to document a renewal
Event	Briefly describe the event, e.g. Chapter A Training Day, District Convention, Wing Ding
Date	Enter the date of the event
Seminar Presented or	List the seminars you presented or title(s) of the articles

Articles Submitted	you submitted. Evaluators taking credit for a seminar presentation they observed and provided critical feedback to the presenter should list the seminar and the SI number of the presenter evaluated.
--------------------	--

### Renewals

Once the form has been completed it must be electronically forwarded to the Director of Certification/Renewals for processing. The following steps provide the details of this process:

1. Save the file to your hard drive with a filename in the prescribed format
  - a. First Initial Space Last Name Space UT Space Renewal Space mmddyy, e.g. J Doe UT Renewal 010113.
2. Send the saved file as an email attachment to the Director Certifications/Renewals.
3. When the renewal has been processed you will receive an email advising you of your new expiration date(s).