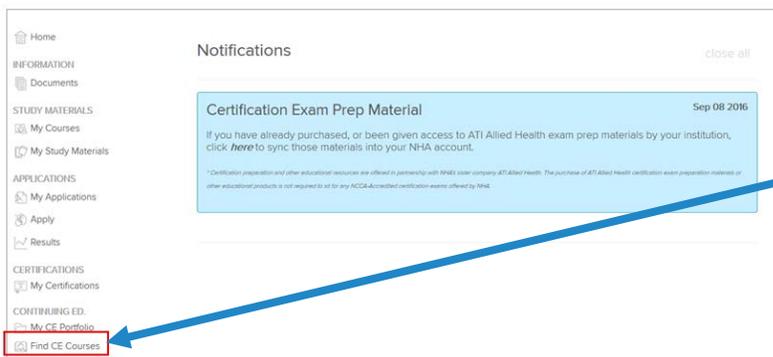
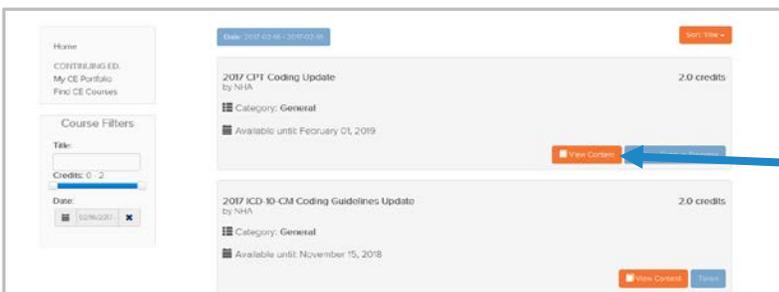


## Completing Your Continuing Education Credits

Applicable for all NHA certifications except for ExCPT

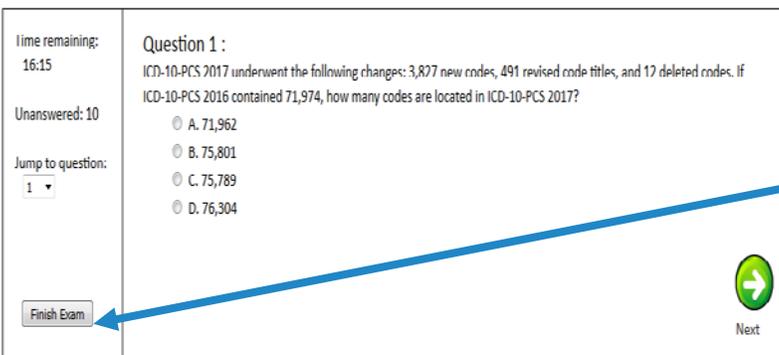


From your Home page, click on **Find CE Courses**.



After navigating to the CE Courses page, a list of available topics will appear. Each topic is worth either 1 or 2 credits.

To complete a credit, click on the **View Content**, this is where you are able to read the materials and **Take Exam** is where you will be answering questions in reference to those materials.



To complete the comprehension questions, select the answer for each question and then click **Next**.

When you have completed all the questions, click **Finish Exam** and then click "OK".

**Please Note:** Once you begin an exam you must complete it. The system will not allow you to select another test until you complete the one you started.

Complete all the required credits for your certification(s). Please note that 10 credits are required for recertification for any certifications that have not yet expired. You must complete 15 credits for any certification that is expired. The fees for recertification are:

### Renewal Fees for Unexpired Certification(s)

Cost for 10 CE Credits		Additional Certification(s)		Total Cost
\$169.00			=	\$169.00
\$169.00	+	1 additional certification (\$45.00)	=	\$214.00

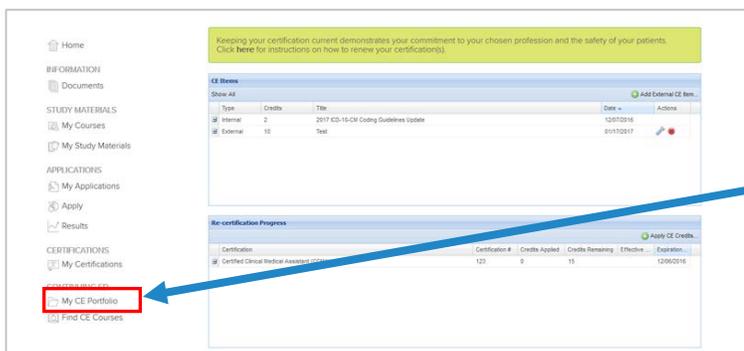
For example: If you have a CCMA certification and a CPT that have not expired, your total cost would be \$259.00.

### Reinstatement Fees for Expired Certification(s)

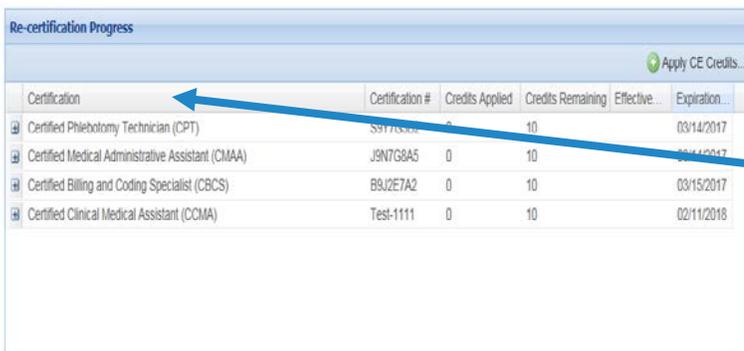
Certifications that have been expired for less than one year may be renewed and reinstated but have additional fees. The fees for recertification for expired certifications(s) are:

Cost for 15 CE Credits		Additional Certification(s)		Reinstatement Fee		Total Cost
\$253.50			+	\$99.00	=	\$352.50
\$253.50	+	1 additional (\$67.50)	+	\$99.00	=	\$420.00

For example: If you have an expired CCMA certification and an expired CPT certification, the total cost would be \$420.00.



Once you have completed your CE topics, click on **My CE Portfolio** to see completed credits listed under Continuing Ed.



After you have completed the required number of credits to renew your certification (s), they will appear in the CE Item box.

Re-certification Progress

Certification	Certification #	Credits Applied	Credits Remaining	Effective...	Expiration...
<input type="checkbox"/> Certified Phlebotomy Technician (CPT)	SPY7G3B2	0	10		03/14/2017
<input type="checkbox"/> Certified Medical Administrative Assistant (CMAA)	J9N7G8A5	0	10		03/14/2017
<input type="checkbox"/> Certified Billing and Coding Specialist (CBCS)	BSL2E7A2	0	10		03/15/2017
<input type="checkbox"/> Certified Clinical Medical Assistant (CCMA)	Test-1111	0	10		02/11/2018

Click on the green buttons marked **Apply CE Credits** in the Re-certification Progress box.

This column show how many credits you need to complete to recertify.

**Please note:** If you are renewing multiple certifications at the same time, you only need to complete 10 credits. Not 10 per certifications.

Recertification

Step 1 of 3: Select Certifying Body

Select Certifying Body:

ExCPT  NHA

Select the Certifying Body. Click on **NHA** and then click **Next**.

Recertification

Step 2 of 3: Choose Credits, Certification(s)

Select Number of Credits to Apply:  5  10  15

Select Certification(s):

<input type="checkbox"/>	Certification	Certification #	Credits Applied	Credits Remaining	Expiration Date
<input checked="" type="checkbox"/>	CPT	24ZTRM4	0	10	03/08/2022
<input type="checkbox"/>	CCMA	P9GS473	0	10	01/05/2022
<input type="checkbox"/>	CPCT-A	Q4ND009	0	10	01/05/2024

Notes  
Your CPT certification will be renewed for 2 more years

Select the Number of Credits to Apply and Certification (s):

Select the number of credits you are applying for. Mark the box next to the certification (s) you are renewing.

Click **Next**.

Recertification

Step 3 of 3: Summary / Confirmation

Fee Summary

Description	Fee
Apply 10 credits towards NHA re-certification	\$169.00

Are you sure you want to apply CE to the selected certifications?  
Clicking **Finish** will take you to the online store where you can pay the listed fees in order to complete this transaction.

**Summary and Confirmation:** Verify that your order is correct.

If your order is correct, click **Finish** to checkout and pay. If it is not, correct or you are not ready to pay, do not click finish.

Items in your Cart

Item	Quantity	Price	Total
NHA Recertification (1st Certification - 10 credits)	1	\$169.00	\$169.00
			<a href="#">Remove</a>
<small>*Note: Removing a recertification item from the cart will remove all recertification items.</small>			Cart Total: \$169.00
			<a href="#">Continue Shopping</a> <a href="#">Check out</a>

After clicking **Finish**, you will be directed to the NHA Online Store screen.

Review the items in your cart for accuracy. If everything is correct, click on the **Check out** link.

Billing Information

**Bill To**   
If different from the first and last names above

**Street \***   
**Street**

**City \***

**State/Province \***

**Zipcode/Postcode \***

**Country \***

Discounts

**Discount code**

[Continue Checkout](#)

On the Checkout screen, verify your contact information and the billing information for the credit/debit card you are using to make your payment. If the information is incorrect, update any field to contain the correct information. If you have a promotional code, enter it in the "Discount Code" field. Then click the "Continue Checkout" button.

**Total**

Subtotal = \$169.00  
 Shipping + \$0.00  
 Total = \$169.00

**PAYMENT**  
 PAYMENT TEST MODE  
 Your payment will be processed through Braintree.

**Card Number**

**Expiration Date**  **CVV**

[Purchase Items](#)

Validate the information on the Confirmation screen. Please review the information and confirm the amount that will be charged to your card.

If everything is correct, click the 'Purchase Items' button to process your payment.

**Please note: Your recertification is not final until you click "Purchase Items".**

Thank you for your order!  
 Print this page as your receipt and keep it for your records.

**ORDER # 480394**

**Status**

February 28th 2017 10:59: New

**Items Ordered**

NHA Recertification (1st Certification - 10 credits) - \$169.00 x 1 = \$169.00

Once your credit card payment has processed, a confirmation screen will appear. You may print the screen as confirmation of your purchase. You will also receive an email confirmation and receipt. After you have completed your purchase, your new certification(s) and card(s) will be sent out via USPS to the address in your profile. Please allow 7-10 business days for delivery

Certification	Certification #	Effective Date	Expiration Date	Actions
ExCPT Pharmacy Technician (ExCPT)	mockdeploy	2014-07-03	201	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">Download certificate</div> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Certified Phlebotomy Technician (CPT)	/47/R4P4	2016-01-08	2022-01-08	<input type="checkbox"/> <input type="checkbox"/>
Certified Patient Care Technician/Assistant (CPCTA)	Q4N8D8N9	2016-01-08	2024-01-08	<input type="checkbox"/> <input type="checkbox"/>
Certified Clinical Medical Assistant (CCMA)	P9G5L413	2016-01-08	2022-01-08	<input type="checkbox"/> <input type="checkbox"/>
Certified EKG Technician (CET)	test	2014-07-07	2018-09-07	<input type="checkbox"/> <input type="checkbox"/>

If you need a temporary copy of your certification(s), you may print one from your Home page.

Click on **My Certifications**.

Click on the  icon next to the certification type (s).

Click "Yes" to download and print your temporary certification(s).