



The Recertification Portal

Before you start, check which browsers you are using. To ensure maximum compatibility with the portal, we recommend using Mozilla Firefox or Google Chrome.

Once you log into your NASM account, click Re-certification in the bottom right hand corner of the screen to access the online portal.

COURSES Access your online courses

HISTORY Provides details of all past orders you have placed

CERTIFICATES View/Print your certificates **ACCOUNT** Update your e-mail address, password, mailing addresses and other account data

ENROLLMENT KEY Redeem Enrollment Key(s)

RE-CERTIFICATION Access the online recertification application. Find the AFAA recertification application at AFAA.com Welcome to the portal. To add CEU courses, select **My CEUs** on the left menu screen.

A Home CONTINUING ED.	FIRST STEP: Click on the "My CEUs" option education units!	to start entering your continuing
My CEUs CERTIFICATIONS My Certifications To Research	You have documents available for review. Click here to review	
INFORMATION	My Certifications	Need help? Start guided fourt
₫ Messages		ONAL TRAINER S (1170046918) ► 2.0 CREDITS

- Any courses completed through NASM should automatically populate. If you notice courses missing, please contact Member Services
- To add pre-approved courses, select Add Provider/Petition CEUs
- To view the list of providers, click **Select**

Home CONTINUING ED.	You have documents available for review. Click here to review		A
R My CEUS CERTIFICATIONS • My Certifications	NEXT STEP: Enter your CEUs and requir include your <u>mandatory</u> CPR/AED! When	ed documentation below. Don't forget to finished, click on the " <u>Renewal</u> " option.	
INFORMATION	My CEUs	Show CEUs Cum	ett. All
Messages	No CEUs		
	Add Provider/Petition CEUs 0	Add CPR and Other CEUs	
2 Messages	Add Provider/Petition CEUs	Add CPR and Other CEUs	-

/	NASI	Provider Select		1.
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	RTIFICATIONS My Certifications Renewal	include your mandatory CPR/AED! When	finished, click on the " <u>Renewal</u> "	rget to option.
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		Add Provider/Petition CEUs	Add CPR and Other CEUs	
		Powered by BrightLink		

- You can search for the name of the provider in the search bar, or navigate through each individual page. The providers are listed alphabetically. If a provider's name is not populating, please check the pre-approved provider list on our website to ensure the provider name matches what is listed.
- Once you find the provider, click on the name listed
- The courses that are currently approved with that provider will be listed, if the course is listed, select the course you completed. Please check pre-approved provider list to confirm a course's approval expiration
- If the course is not listed, it will require a petition. To start the petition process, select **Course Not Listed** and click **Yes**

Provider Select Academy of Holistic Pitness Tritome Course Select	
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CONTINUING ED.	
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Enlighten Your Body 1.9 CEUs Don't forget 1	0
My Centrications Holistic Fitness 1.9 CEUs newsl" optio	n.
A Renewal Mind-Body Fitness for Personal Trainers 1.9 CEUs	
NEGRMATION Practical Yoga for Personal Trainers 1.9 CEUs Yow CEUs	TRAT AT
Documents Pro-active Postural Restructuring 1.9 CEUs	
If the Provider or Course you are 1.4 CEUs 1.4 CEUs	
will need to complete the petition process. This requires submission of RSE 1.9 CEUs 5 0	
you like to proceed? Courses 1 - 7 of 7	
Vies X No.	
Course Not Listed	

- The date will default to today's date so be sure to select the correct date the course was completed.
- Once the date is entered, a certificate of completion is required for recertification
- After all the information is entered, you can select **Add and Save CEUs**, or if you had to petition a course, **ADD and PAY**.

/NRS	Provider	Select	Academy of Holistic Fitness		
A Home	Course	Select	Course Not Listed	A.	
CONTINUING ED.	11.000000000000000000000000000000000000				
CERTIFICATIONS	Date Earned	02/1	4/2017	Don't forget to	
My Certifications	Category		•	Detwar option.	
INFORMATION	Title				
Documents	CEUs			owners (cares) a	
	Documentation 0		Select file		
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			Close Add and Pa	*	
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To upload your Hands on CPR/AED course, select **Add CPR and Other CEUs**

- The date will default to today's date so again select the correct date the course was completed
- In the drop down, choose **Category D: CPR and AED Certification.**
- Please indicate the company you completed your course with and then add CPR/AED course
- To enter CEUs, instead of using the arrows, type 0.1. No other value will be accepted.
- For Source, click **Courses providing required CPR/AED** certification
- The front and back (if applicable) of the CPR card is required for documentation. This must be submitted in one file
- Once all of the information is entered, select Add and Save CEUs

	Add CPR and Oth	ner CEUs	×	1	
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13 S	Renewal Source ORMATION Documentation O	Collegelofficial university ct •	Select file	now CEUs [Current] All	
31 31	Aessages	+ Add More			
		Close	Add and Save CEUs		
		Rowered by BrightLink			

After all of your courses are uploaded, click **Renewal** on the left screen menu

- The progress bar should be green, if it is red, double check the My CEUs screen to make sure all of the CEUs total 2.0 CEUs
- Mark the check box next to the progress bar to complete your recertification
- If you have purchased Recertify for Life, the Certify for Life option will be grayed out to avoid purchase of the product again
- Otherwise, click **Renew** to complete payment for your recertification.

NASM	NASM Recertification Portal	1.~
✿ Home CONTINUING ED. My CEUs CERTIFICATIONS	You have documents available for review. Click here to review LAST STEP. Review your progress below, if your CEU requirement has been met check the box next to your expiration date and click on the "Renew" or "Certify fr	
My Certifications Annu Certifications Renewal INFORMATION Documents Messages	Life" option. You will be directed to the shop to finish and pay!	
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For quality assurance, the portal system will randomly select candidates for manual review. You will be notified via e-mail as well as portal message if you have been selected for this audit process. A member of our staff will review all documentation submitted. If any additional documentation is needed, you will be notified again via e-mail and portal message.