



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

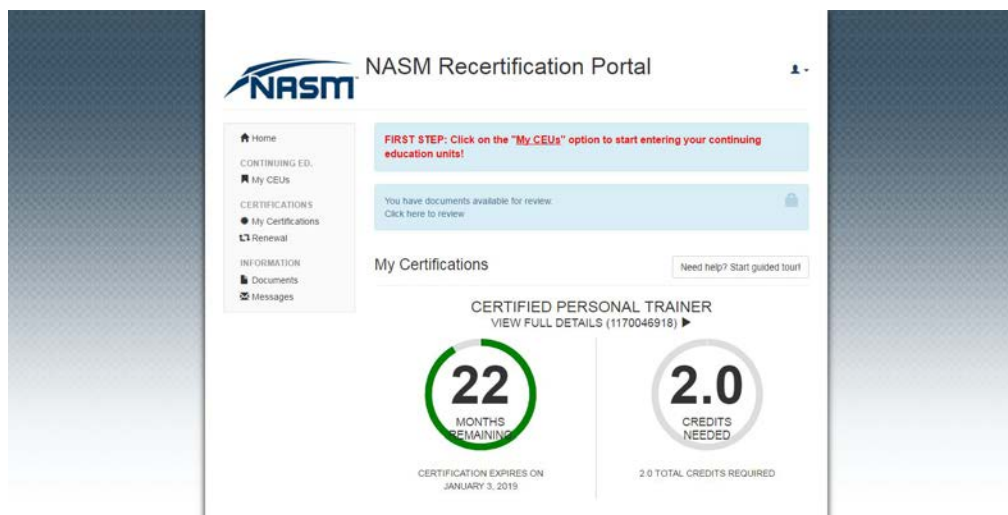
ENROLLMENT KEY

Redeem Enrollment Key(s)

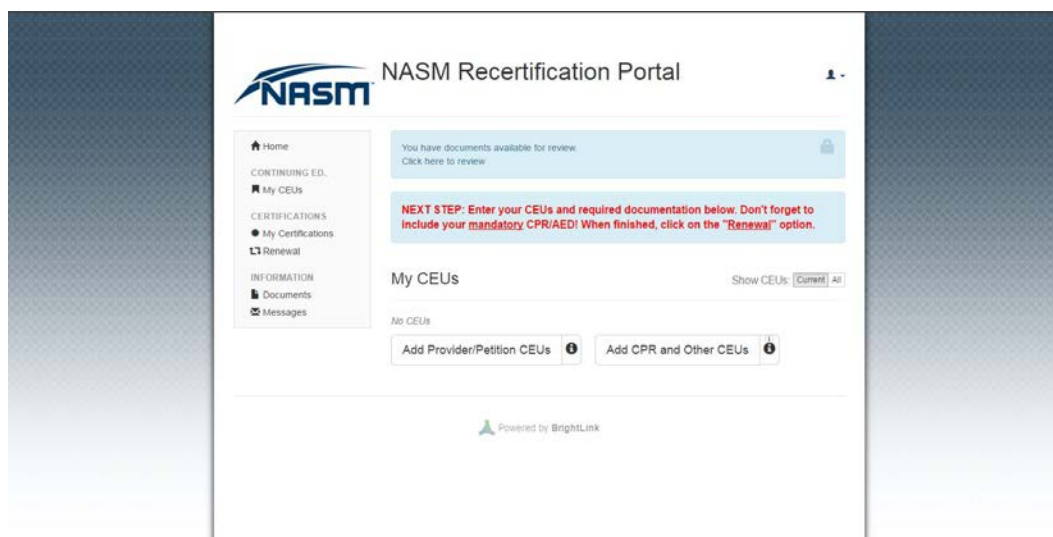
RE-CERTIFICATION

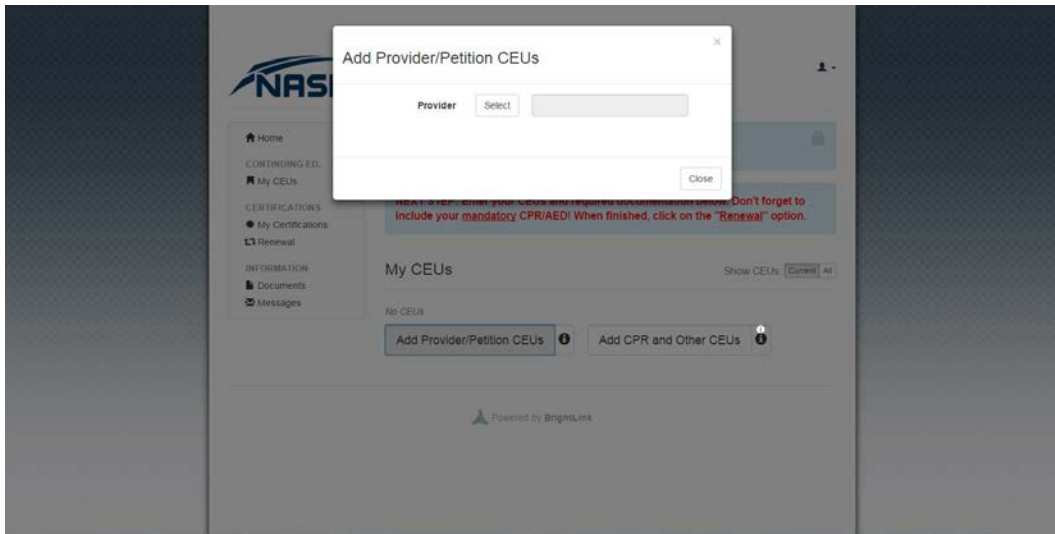
Access the online recertification application.
Find the AFAA recertification application at
AFAA.com

Welcome to the portal. To add CEU courses, select **My CEUs** on the left menu screen.

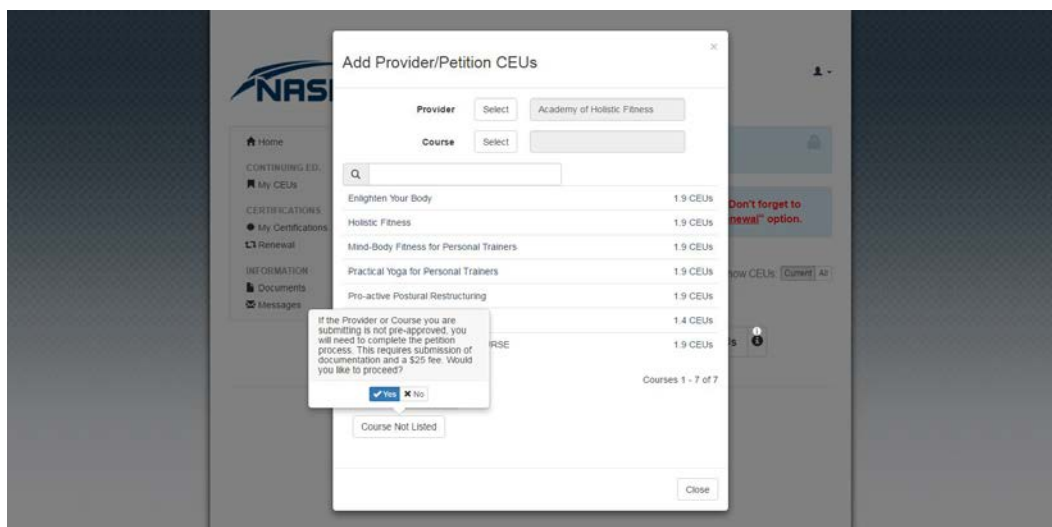


- Any courses completed through NASM should automatically populate. If you notice courses missing, please contact Member Services
- To add pre-approved courses, select **Add Provider/Petition CEUs**
- To view the list of providers, click **Select**





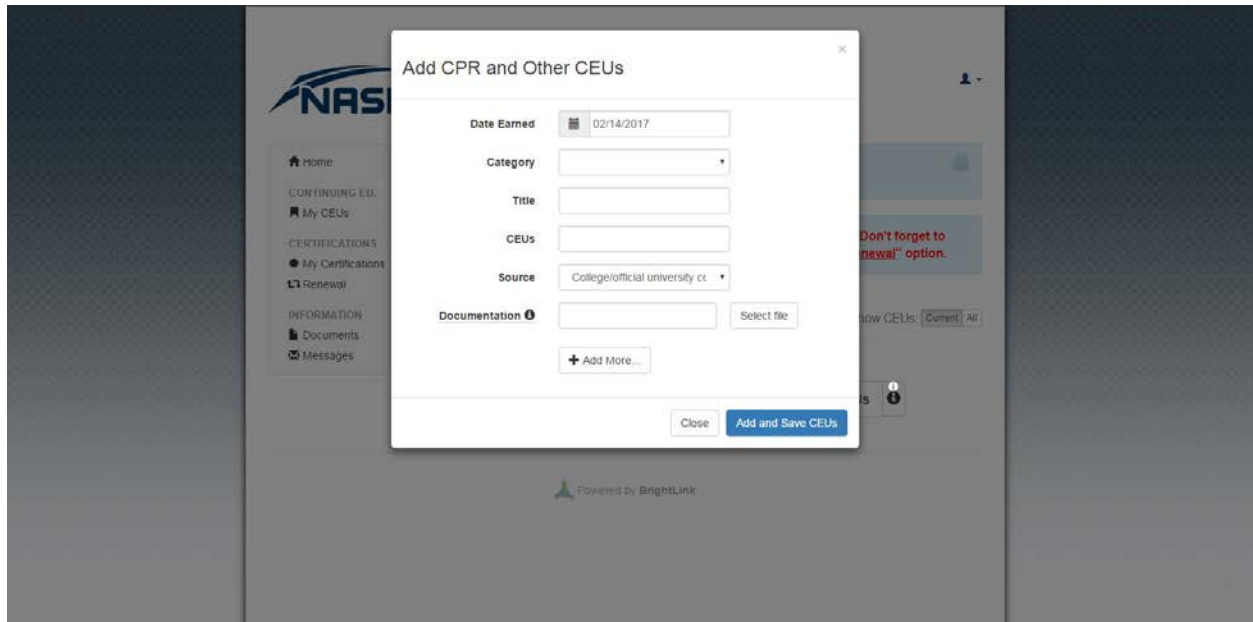
- You can search for the name of the provider in the search bar, or navigate through each individual page. The providers are listed alphabetically. If a provider's name is not populating, please check the pre-approved provider list on our website to ensure the provider name matches what is listed.
- 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**



- 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**.

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**



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.

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.