



# **The Recertification Portal**

Once you log into your NASM Customer Portal, select Credentials>Recertification from the top menu. Locate your NASM Certified Personal Trainer (NASM-CPT) credential within the Recertification tab and click on the "Renew" button. This will launch the online recertification portal.

NASM AFAA Home Learning Credentials Career Resources V	8
Credentials	
My Credentials My Badges Recertification	
NASM Certified Personal Trainer (NASM-CPT) NASM International Certified Personal Trainer (ICPT)	Renew Laarn More Laarn More Laarn More
NASM Personal Trainer Certificate (CPT)	What is an NASM or AFAA accorded CEU? Where san 1 find this information?
	Learn More VIEW ALL
NASM Certified Wellness Coach (CWC)	Renew

Once the Recertification Portal is launched, you will be presented with your Home Page. This will provide you with a quick look at your certification status, expiration date, and total credits needed.

ft Home	NASM Recertification Po	
CONTINUING ED. My CEUs CERTIFICATIONS My Certifications	You have documents available for review Click here to review	
L3 Renewal INFORMATION Documents	My Certifications	Need help? Start guided tour!
	CERTIFIED PERSO	1170046918) ►
	(22 MONTHS REMAINING	2.0 CREDITS NEEDED
	CERTIFICATION EXPIRES ON	2.0 TOTAL CREDITS REQUIRED

#### Adding CEU courses

Important Note: All courses completed directly through NASM & AFAA should automatically populate. If you notice courses are missing, please contact Member Services.

To add Approved Provider Courses or Petition CEUS:

- 1. Select **My CEUs** within the left navigation menu.
- 2. To add pre-approved courses, select Add Provider/Petition CEUs

A Home	You have documents available for review. Click here to review		
My CEUs     CERTIFICATIONS     My Certifications     Discussions		quired documentation below. Don't forget to then finished, click on the " <u>Renewal</u> " option	
INFORMATION	My CEUs	Show CEUs	rett Al

3. To view the list of providers, click Select.

	dd Provider/Petition CEUs	1.
<b>NAS</b>	Provider Select	
A Home		
CONTINUING ED.		Close
CERTIFICATIONS	Include your mandatory CPRIAED! When finish	
13 Renewal		
INFORMATION	My CEUs	Show CEUs [Carried] At
Documents		

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

NRS	Add Provider/Petiti	ONCE	03		1.
NIT	Provider	Select	Academy of Holistic Fitness		
A Home	Course	Select			<b>A</b>
CONTINUING E	D. Q				
CERTIFICATION	Enlighten Your Body			1.9 CEUs	Don't forget to
My Certificati	Ababasis Finances			1.9 CEUs	news!" option.
C3 Renewal	Mind-Body Fitness for Persona	Mind-Body Fitness for Personal Trainers 1.9 CEU			
INTORMATION	Practical Yoga for Personal Tra	Practical Yoga for Personal Trainers 1.9 CEUs			NOW CEUS Current Al
Documents	Pro-active Postural Restructuri	Pro-active Postural Restructuring 1.9		1.9 CEUs	
@ messages	If the Provider or Course you are		1.4 CEUs		-
	submitting is not pre-approved, you will need to complete the petition process. This requires submission of documentation and a \$25 fee. Would you like to proceed?	IRSE	IRSE 1.9 CEUs		s 0
	Ves X No			Courses 1 - 7 of 7	
	Course Not Listed				
				Close	

- 5. Once you find the provider, click on the name. The courses that are currently approved for that provider will display.
- 6. If available, select the course you completed. Note: Be sure to check our pre-approved provider list to confirm the course's approval expiration date.
  - If the course is not listed, it will require a petition.
- 7. After all the information is entered, you can select Add and Save CEUs.

### **Petitioning a Course**

1. After confirming the course is not on the Provider's course list, select **Course Not Listed** at the bottom left. Click **Yes** in the pop-up window.

<b>NAS</b>						
	Provider	Select	Academy of Holistic Fitness			
A Home	Course	Select			<u>a</u>	2.000000
CONTINUING ED.	Q					
R My CEUs CERTIFICATIONS • My Centifications	Enlighten Your Body	Enlighten Your Body			Don't forget to	
	Holistic Fitness		1.9 CEUS	news!" option.		
t3 Renewal	Mind-Body Fitness for Person	al Trainers		1.9 CEUs		
INFORMATION	Practical Yoga for Personal Tr			1.9 CEUs	sow CEUs Ourset Al	
Cocciments Messages			1.9 CEUs			
11	the Provider or Course you are bmitting is not pre-approved, you			1.4 CEUs	. 8	
	mitting is not pre-approved, you need to complete the petition cess. This requires submission of umentation and a \$25 fee. Would like to proceed?				5 0	
	Ves K No	Courses 1 - 7 of 7				
	Course Not Listed	-				
		_				
				-		
				Close		

- 2. Fill in the fields within the add Petition CE window.
  - **Date Earned:** Select the date of completion. Note: The date will default to today's date, so be sure to select the correct date the course was completed.
  - **Category:** Choose the applicable CEU Category (A-C)
  - **Course Title:** Enter the name of the course
  - **CEUs:** Enter the earned CEU value
  - **Documentation:** A certificate of completion is required for proof of completion.

NAS	Provider	Select	Academy o	f Holistic Fitness	
A Home	Course	Select	Course No	t Listed	A.
CONTINUING ED.	-				
CERTIFICATIONS	Date Earned	<b>III</b> 02/1	4/2017		Don't forget to
My Certifications	Category			•	newsl" option.
13 Renewal	Title				
INEORMATION Documents	CEUs				Now CEUs: Current A
A Messages					
	Documentation 0			Select file	. 8
	-	+ Add M	iore		- 10 M
				_	

3. After all the information is entered, click ADD and PAY.

#### Adding your CPR/AED Certification

1. To upload your CPR/AED course, select Add CPR and Other CEUs.

NASI	NASM Recertification	Portal 1-	
Home	You have documents available for review. Click here to review		
My CEUs     CERTIFICATIONS     My Certifications     Renewal	NEXT STEP: Enter your CEUs and required include your <u>mandatory</u> CPR/AED! When fit		
INFORMATION Documents Messages	My CEUs	Show CEUs: [Gurrent] All	
	Add Provider/Petition CEUs	d CPR and Other CEUs	

- 2. Fill in the fields within the Add CPR and Other CEUs window:
  - **Date Earned:** Select the date of completion. Note: the date will default to today's date so again select the correct date the course was completed
  - Category: Choose Category D: CPR and AED Certification
  - **Title:** Please indicate the company you completed your course with and then add "CPR/AED course"
  - **CEUs:** To enter CEUs, instead of using the arrows, type 0.1. No other value will be accepted.
  - **Source:** Choose "Courses providing required CPR/AED certification".
  - **Documentation:** Upload a copy of the front and back (if applicable) of the CPR card. Note: This is required and must be submitted as one file.

NAS	Date Earned	8 02/14/2017			
A Home	Category				
CONTINUING ED.	Title				
CERTIFICATIONS	CEUs				't forget to
My Certifications	Source	College/official unive	ersity ce ·	(DEM	ai" option.
DIFORMATION	Documentation 0		Select fil	e Jow	CEUs (Corrent) At
Documents Messages		+ Add More		_	

- 3. Once all the information is entered, select Add and Save CEUs
- 4. Once you have confirmed the required CEUs have been met, you can move forward by submitting your application.

## **Submitting your Application and Fees**

1. After all your courses are uploaded, click **Renewal** in the left navigation menu.

A Home CONTINUING ED.	You have documents available for review. Click here to review	A
My CEUS CERTIFICATION S My Certifications Renewal	LAST STEP: Review your progress below. If your CEU check the box next to your expiration date and click o Life" option. You will be directed to the shop to finish	n the "Renew" or "Certify for
INFORMATION Documents Messages	Renewal Progress	
	CPT Total Expires: 04/29/2017 Requirement fulfiled	2

- 2. If the progress bar should be green, click on the check box next to the progress bar to complete your recertification.
  - If the progress bar is red, double check the *My CEUs* area to make sure all your CEUs total 2.0 CEUs.
- 3. Once you have checked the box, you can proceed to the checkout.

CONTINUING ED.		· ·	date and click on the "Renew" or "Recertify o the shop to finish and pay!
Q Find Courses			
CERTIFICATIONS	Renewal Proc	aress	
My Certifications		·	
Renewal	✓ NASM- CPT Expires: 02/03/2026	<b>Total</b> Requirement fulfilled	2
Documents			
🗙 Messages			
			Renew Recertify For Life

- 4. You have two options to complete your checkout:
  - To pay the standard application and any late fees you may owe, click **Renew.**
  - To enroll in the Recertify for Life program, click **Recertify for Life**. Note: If you have already purchased Recertify for Life, this option will be grayed out to avoid purchasing the product again.

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.