# 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.
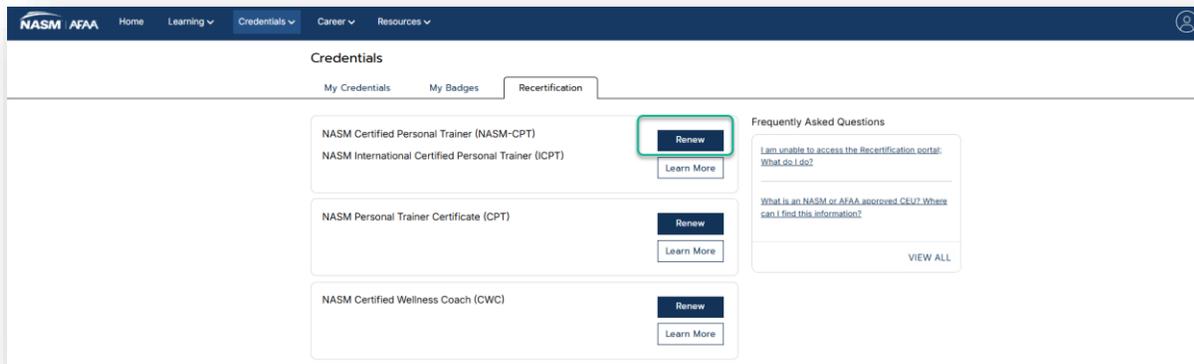


Once the Recertification Portal is launched, you will be presented with your Home Page. This will provide you with a quick look at your certification status, expiration date, and total credits needed.
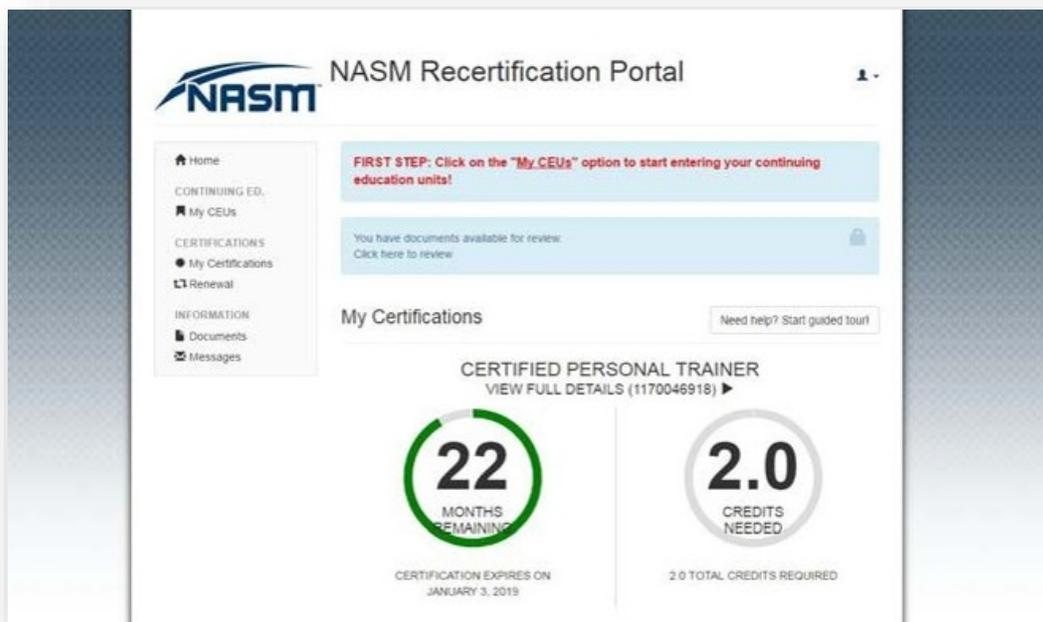
# Adding CEU courses

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**
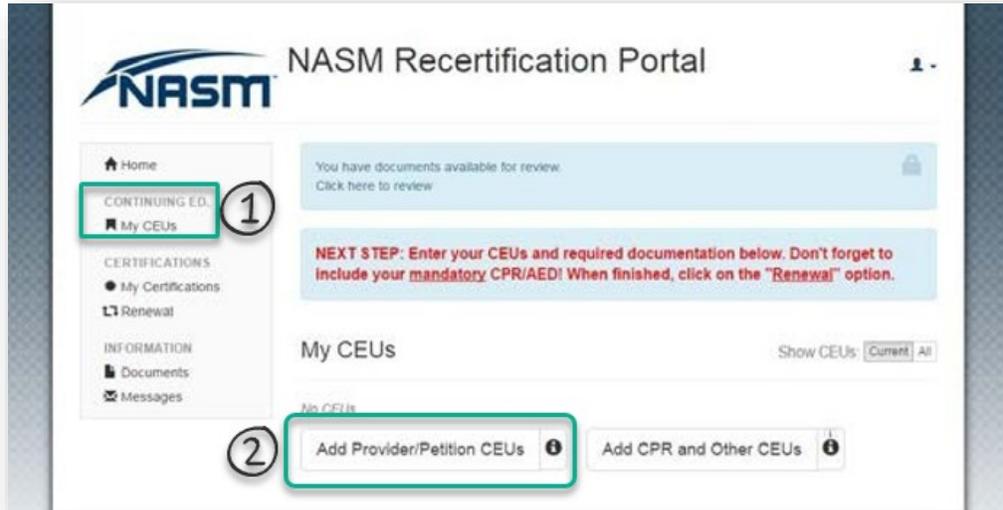


3. To view the list of providers, click **Select.**
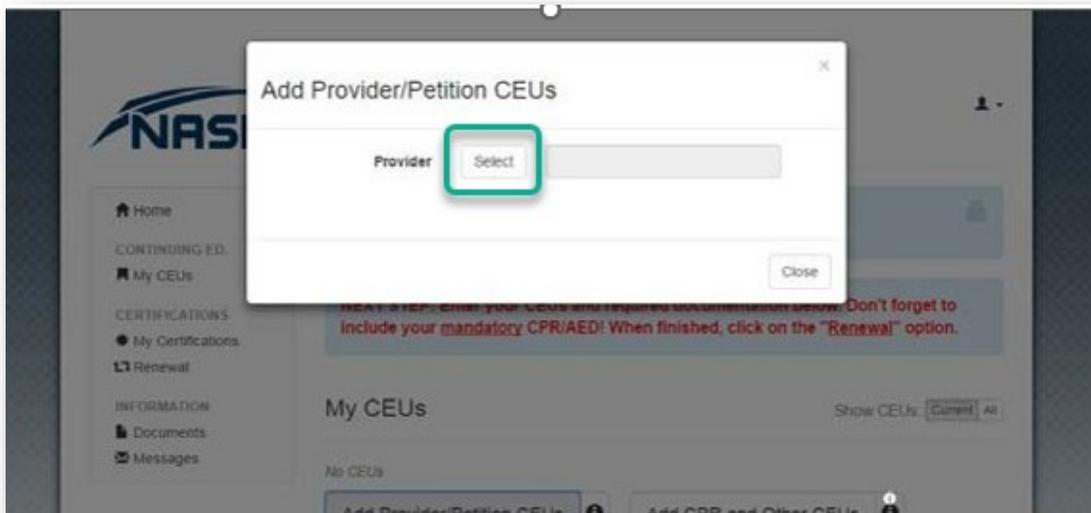


4. You can search for the name of the provider in the search bar or navigate through each individual page.
   - If a provider's name is not populating, please check the pre-approved provider list on our website to ensure the provider's name matches what is listed.
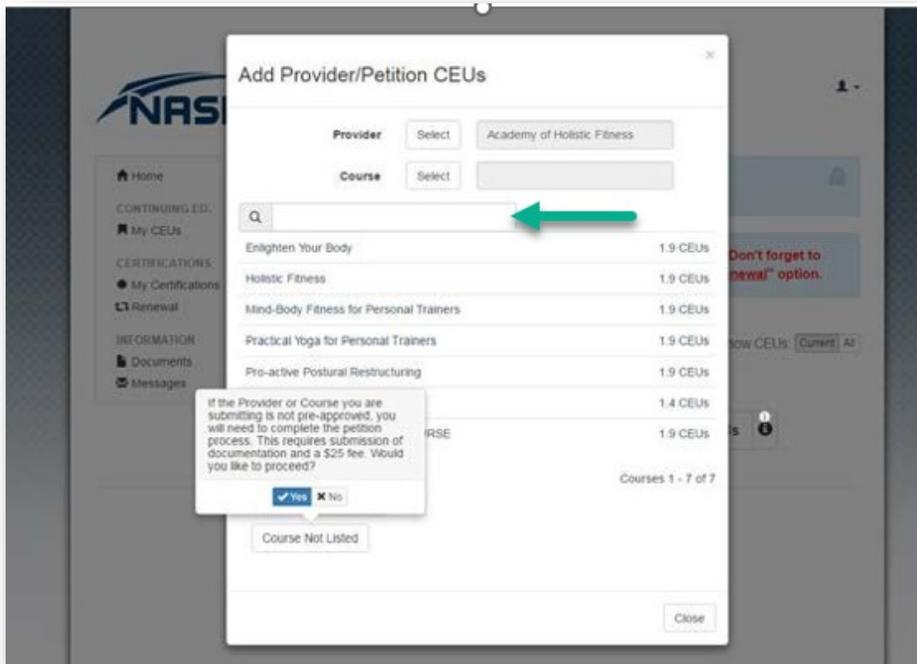
5. Once you find the provider, click on the name. The courses that are currently approved for that provider will display.

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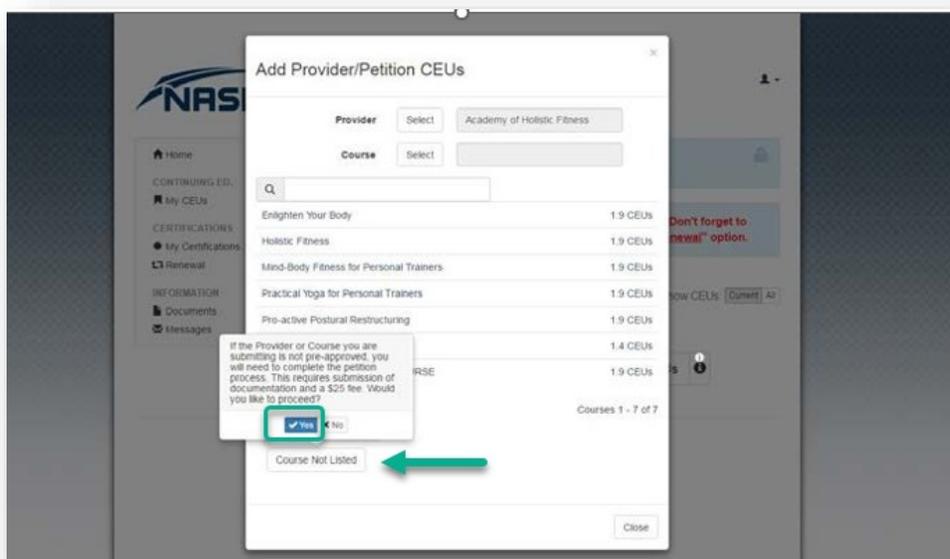
2. Fill in the fields within the add Petition CE window.
   - **Date Earned:** Select the date of completion. Note: The date will default to today's date, so be sure to select the correct date the course was completed.
   - **Category:** Choose the applicable CEU Category (A-C)
   - **Course Title:**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



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.**

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.
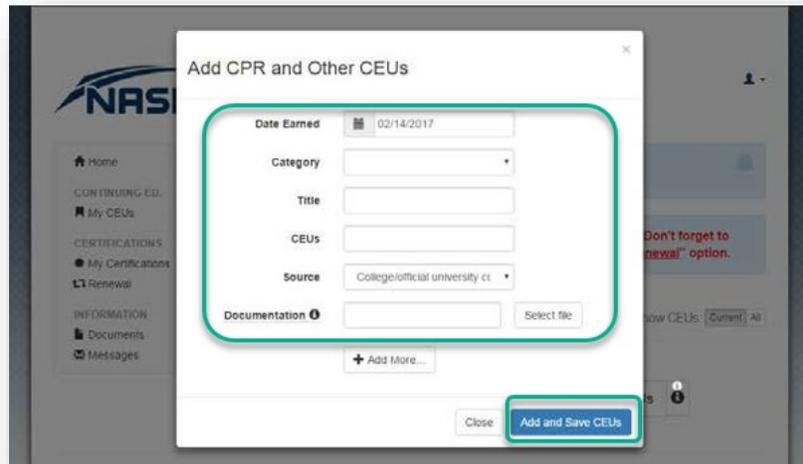


3. Once all the information is entered, select **Add and Save CEUs**
4. Once you have confirmed the required CEUs have been met, you can move forward by submitting your application.

## Submitting your Application and Fees

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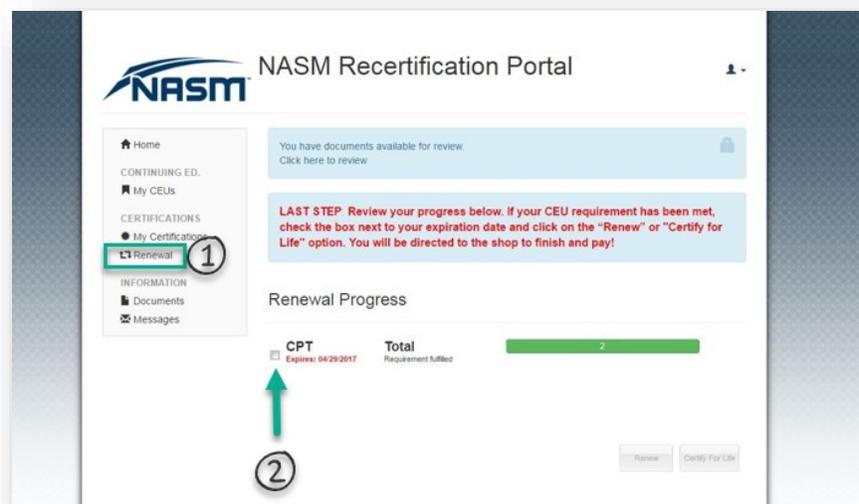
2. If the progress bar should be green, click on the check box next to the progress bar to complete your recertification.
   - If the progress bar is red, double check the *My CEUs* area to make sure all your CEUs total 2.0 CEUs.
3. Once you have checked the box, you can proceed to the checkout.
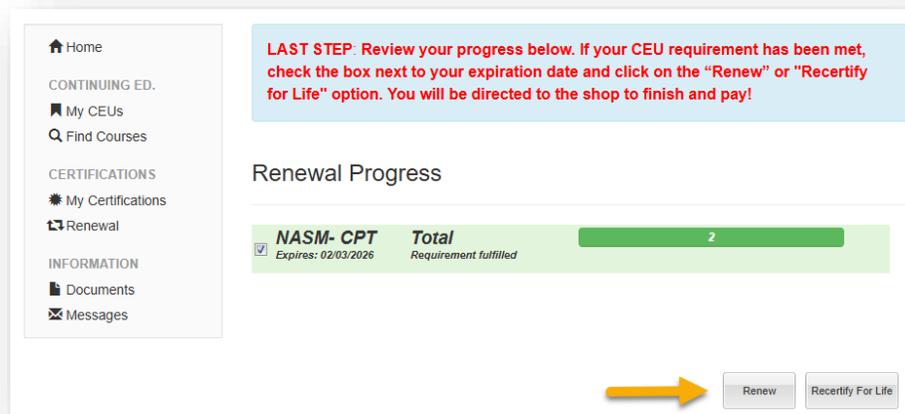


4. You have two options to complete your checkout:
   - To pay the standard application and any late fees you may owe, click **Renew.**
   - To enroll in the Recertify for Life program, click **Recertify for Life**. Note: If you have already purchased Recertify for Life, this option will be grayed out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