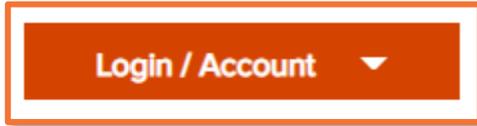


Step 1: Log into your Candidate account at [NHANOW.com](https://nhanow.com)



Step 2: Go to your **My Achievements** link on the bottom left-hand corner



Step 3: Write down your **Certification Number** listed

Certifications

Certification	Certification #	Effective Date	Expiration Date	Status	Actions
Certified Clinical Medical Assistant (CCMA)	ABC12345	1/1/2021	1/1/2022	valid	

Step 4: Collect 1 item for graduation **documentation**

**Note:*

- College transcripts are **not accepted**
- If submitted after your 1-year deadline affidavit is no longer accepted

Approved Documents Include

- Transcript from the High School
- Unofficial transcript (must include graduation date)
- Copy of High School Diploma
- GED Test Scores/Certificate
- Affidavit from school confirming graduation

Step 5: Send your information to NHA by **Fax or Email**

Email Digital Materials to: info@nhanow.com
Or Fax to: 913-661-6291

Email or Fax **MUST ALSO** include

- The name on your NHA account
- Your Certification Number



Step 6: Confirmation of your **2-year Certification** will show on your account within 2-3 business days

Certification	Certification #	Effective Date	Expiration Date	Status	Actions
Certified Clinical Medical Assistant (CCMA)	ABC12345	1/1/2021	1/1/2024	valid	

For additional questions, contact us via [Live Chat](#) at nhanow.com.