## nha<sup>\*\*</sup> How to Renew your ExCPT Certification

Step 1: From the home page, <u>NHANOW.com</u> , click on Login or Create Account.	Shop Help Center My Account Login or Create Account ${\cal P}$
<ul> <li>Step 2: Click on Complete More CE to upload external credits. *See <u>How to</u> <u>Upload External Credits</u> for further instruction.</li> <li>Renew Certification will allow you to view status</li> <li>My CE History will show all previously completed credits</li> </ul>	CONTINUING ED.         Renew Certifications         My CE History         Complete More CE
<ul> <li>Step 4: Once the required number of credits have been uploaded please click on Renew and Pay.</li> <li>One hour of the 20 hours must be in Pharmacy Law and one hour must be in Patient Safety.</li> </ul>	Type       Certification #       Effective Date       Expiration Date       CE Progress       Ready to Renew         ExCPT       test       09/28/2016       02/14/2020       10 of 10       The seady         Q       Complete More CE       \$ Renew and Pay
Step 5: To renew, make sure to choose the certification(s) and click Renew and Pay.	RENEWAL SELECTION       ×         Select which eligible certifications you would like to renew.         Renew       Type       Certification #       Ready         Image: Certification #       Ready         Image: Certification #       Ready         Image: Construction #       Ready         Image: Construction #       Ready         Image: Construction #       Ready         Image: Construction #       Renew and Pay
<ul> <li>Step 6: Once you have verified the items in your cart choose Check out.</li> <li>Verify mailing information and click on Continue Checkout</li> <li>Fill in credit card information and click on Purchase Items</li> <li>Print this page for your Receipt</li> </ul>	Items in your Cart       Quantity       Price       Total         ExCPT Recertification (1st Certification - 10 credits)       1       \$55.00       \$55.00       Remove         "Note: Removing a recertification item from the cart will remove all recertification items.       Cart Total:       \$55.00         Continue Shopping       Check out
*Make all address updates in your NHA account.	Purchase Items

For additional questions, please contact us via Live Chat at nhanow.com.