# How to Load External CE Credits

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| **Step 1:** Log into your Candidate account at **NHANOW.com** | **Login / Account** ▼ |
| **Step 2:** Select Renew Certifications from the left-hand side of the screen | **CONTINUING ED.**<br>📁 Renew Certifications<br>📄 My CE History<br>🔍 Complete More CE |
| **Step 3:** Under **Upload External CE** fill in the requested information:<br>• Title<br>• Hours spent<br>• Credits earned | Upload External CE<br><br>Title: *<br>Hours Spent: *<br>Credits: * |
| **Step 4:** Provide **Documentation**<br>• Drag and drop files<br>• Or browse your computer and upload files. | Drag & drop files here …<br><br>📁 Browse … |
| **Step 5:** Once the download is complete, select Add Item to confirm | NHA reviews external programs based on the following criteria: documentation shows that the external program meets any or all of the criteria, the program will equal half the number of hours in attendance (for example: 20 hours is equal to 10 credits).<br><br>(*) denotes a required field<br><br>Add Item |