# How to Renew an ExCPT Certification

Note: NHA **does accept** transfer credits for continuing education. View more on additional optional Professional Development Resources sponsored by NHA.
You can also view more information on What can be used for Pharmacy CE's.
Once your credits are completed, take the following steps to renew your certification.

**Step 1:** Log into your Candidate account at NHANOW.com

Login / Account

**Step 2:** Choose **Renew Certifications** From the left-hand side of the screen

CONTINUING ED.
📁 Renew Certifications
📄 My CE History
🔍 Complete More CE

**Step 3:** Under **Upload External CE**, fill in the requested information
- Title
- Hours Spent
- Credits earned

Upload External CE

Title: *
Hours Spent: *
Credits: *

**Step 4:** Load your **Documentation** in the given field
- Drag and drop files
- Or browse your computer to upload files

Drag & drop files here ...

📁 Browse ...

**Step 5:** Once the download is complete, select **Add Item** to add it to your list
- One hour of the 20 hours must be in Pharmacy Law
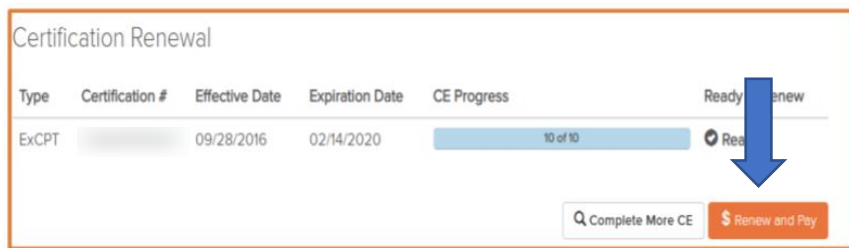- One hour of the 20 hours must be in Patient Safety

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).

(*) denotes a required field

Add Item

*Two (2) hours of documented training is equal to one (1) continuing education credit.*

**Step 6:** When the required number of credits have been uploaded, select **Renew and Pay**
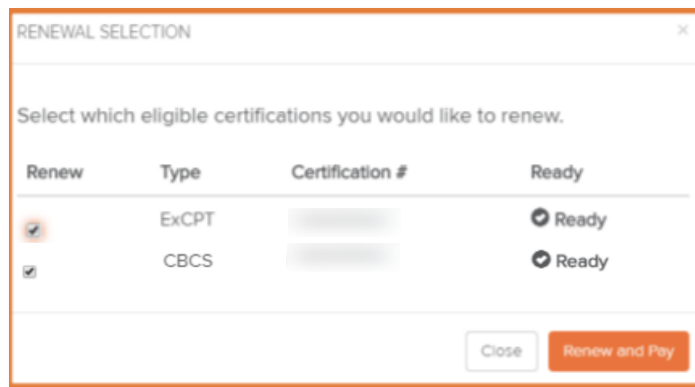
Certification Renewal

| Type | Certification # | Effective Date | Expiration Date | CE Progress | Ready to renew |
|------|----------------|----------------|-----------------|-------------|----------------|
| ExCPT | | 09/28/2016 | 02/14/2020 | 10 of 10 | ✔ Ready |

🔍 Complete More CE     $ Renew and Pay

**Step 7:** Select the certification(s) you are renewing and again click **Renew and Pay**

*If you are renewing multiple certifications be sure to select all that you wish to renew at this time
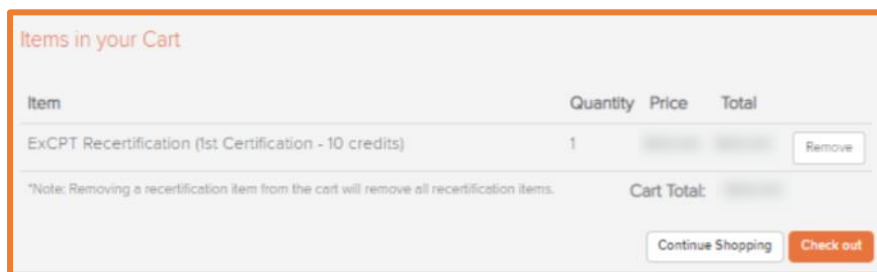
RENEWAL SELECTION ✕

Select which eligible certifications you would like to renew.

| Renew | Type | Certification # | Ready |
|-------|------|----------------|-------|
| ☑ | ExCPT | | ✔ Ready |
| ☑ | CBCS | | ✔ Ready |

Close     Renew and Pay

**Step 8:** Once you have verified the items in your cart, choose **Check Out**

- Verify your mailing information and click on **Continue to Check out**
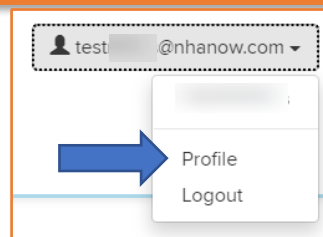- If any address changes or updates need to be made, please do so through your **account profile**

Items in your Cart

| Item | Quantity | Price | Total |
|------|----------|-------|-------|
| ExCPT Recertification (1st Certification - 10 credits) | 1 | | |

*Note: Removing a recertification item from the cart will remove all recertification items.     Cart Total:
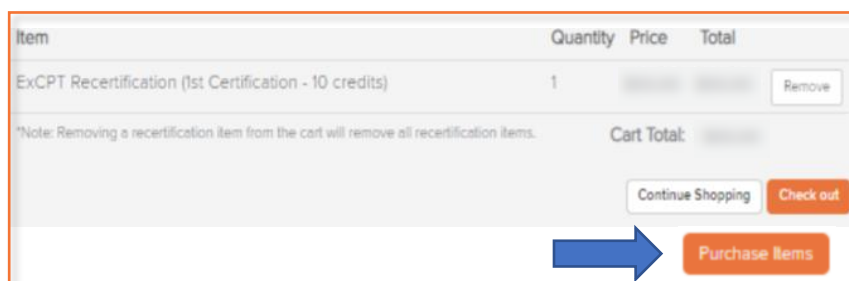
Continue Shopping     Check out

👤 test____@nhanow.com ▼

Profile
Logout

**Step 9:** Fill in payment information and select **Purchase Items**

- Print this page for your Receipt

| Item | Quantity | Price | Total |
|------|----------|-------|-------|
| ExCPT Recertification (1st Certification - 10 credits) | 1 | | |

*Note: Removing a recertification item from the cart will remove all recertification items.     Cart Total:

Continue Shopping     Check out

Purchase Items