

Recertification Steps

Please make sure all Documents needed for recertification/reinstatement are scanned into your computer before you begin the application.

Click the light green button titled “Forms” (You can obtain all forms and required documents needed for recertification/reinstatement)

Once you have obtained all the required documents, you are ready to begin the application.

Click the orange “Recertification Applications” button to begin your application process.

Step 1 Click recertification/reinstatement by application only button

Step 2 Do you want to purchase a Lapel Pin Question? The lapel pins are \$9.00/each

Step 3 Enter: Cert #, Name and Date-of-Birth

Step 4 Make Payment (Enter applicants Name and select Pay Now button)

With PayPal you can pay with a PayPal account or with a debit or credit card

Complete PayPal required fields to complete payment.

Payment receipt will be emailed to the email address provided on PayPal.

Save payment receipt from your email to your computer to attach in Step 5 of application.

Important Note: Paying Online DOES NOT Constitute an Application for Examination or Recertification. We must have the application and all supporting documentation.

Step 5 Complete all fields of the application with required documents (photo, form, payment receipt)

Submit application

Once we receive your application and required documents we will review and process.