

## Appendix J

### How To Recertify Step by Step

#### 1. If you have not created your own unique username and password, please use the following to sign in to your account.

- Username:
- First three letters of your last name and ACSM ID Number (i.e. - ABC123456) Password:
- First three letters of your last name and ACSM ID Number (i.e. - ABC123456)
- Do not create a new account because your certification **will not** be connected to it.

#### 2. After logging in, you will see your name in the top right-hand corner. Click My Profile.



#### 3. In the tabbed-menu, please click CEC History/Certifications.



#### 4. CEC Progress Bar

##### CEC Progress

0% Percent Complete      0 Credits Earned      865 Days To Deadline

Our new progress bar shows how much progress you've made in earning your continuing education and how much time you have left in your 3-year certification cycle. Once your progress bar is full, it is time to renew your certification!

#### 5. My Certifications

Your earned certifications will be listed here. You will see the begin date of your renewal cycle, your certification expiration date and the number of CECs required to renew. If you have multiple certifications, each of your certifications will be listed, but you are only required to earn the CECs for your highest certification. If your progress bar is full, you will also see a RENEW NOW button. The RENEW NOW button will only show once you have successfully completed (and self-reported) the required CECs and it is during the final year of your renewal cycle. As before, simply earning and logging your CECs will not automatically renew your certification, you must fill out the certification renewal (recertification) form and pay the recertification fee for your certification level. Once you renew, your new cycle will begin, and your progress bar will reset to 0%.

If you hold an ACSM Certification and nothing is listed under 'My Certifications', you have more than one profile and they will need to be merged. Email [certification@acsm.org](mailto:certification@acsm.org) for assistance.

#### 6. ALL CECs vs Current Cycle CECs



CECs will be separated into two tabs: ALL CECs and Current Cycle CECs. ALL CECs is your *complete* CEC/CME history that populates for both ACSM certified professionals and those non-certified. The Current Cycle CECs tab includes all CECs applicable to the current certification cycle. The date range for this list is between the 'Renewal Begin Date' and the 'Renewal End Date'. It includes all CECs earned through our ACSM ceOnline portal, ACSM Health and Fitness Summit, ACSM Annual Meeting and your self-reported CECs.

#### 7. Self-Reporting Tool

Click the "+" icon to add continuing education credits you have earned outside of ACSM. We accept outside CEC/CME/CEU/contact hours that are directly related to your ACSM certification and if another certifying body (fitness/health organization) offers CECs for that event, we will match that amount. The CEC equivalency is 1 = 1, but if the organization uses the decimal system then its .1 = 1. If there is any doubt, it typically equates to 1 CEC per hour of participation. Please keep all your non-ACSM CEC documentation for your records in case you are audited.



**Prior to now, self-reporting was not required. With the addition of our new progress bar, when you earn CECs outside of ACSM, you must now self-report them. If you do not self-report, your progress bar will not move. If your bar does not move, at the end of your cycle your 'Renew Now' button will not appear.**

#### 8. Renew Now

Once your CECs are self-reported and your progress bar is full, click the green 'Renew Now' button.

##### My Certifications

Certification	Effective Date	Thru Date	Renew
ACSM Certified Personal Trainer		12/31/	<b>RENEW NOW</b>

#### 9. Recertification Form

Be sure to verify that your contact information at the top of the renewal form is correct. If it is incorrect, return to your account page and click the About Me tab. You can edit anything that has the pencil icon next to it.

#### 10. Enter the number of continuing education credits that you have earned over your renewal cycle. You can find your total on the Progress Bar on the previous page, but you will still have to enter them on the form. Check the acknowledgement box and then click NEXT.

Enter Continuing Education Credits earned through ACSM and other sources below:

ACSM CECs applicable for this period: 0  
CECs earned from other organizations: 0

The total of the two values above must be greater than or equal to the highest Required CECs value for the Certifications being renewed.



#### 11. Click the box under 'Pay' to add your recertification fee to your cart. You will then be able to enter your payment information.



#### 12. After you submit your recertification form, you will receive an email from American Registry within 7-10 business days. This will allow you to download a free digital image of your certification or order a physical copy.