

# Completing Your Continuing Education Credits

Applicable for all NHA certifications except for ExCPT

The screenshot shows the NHA user interface. On the left is a navigation menu with categories: Home, INFORMATION (Documents), STUDY MATERIALS (My Courses, My Study Materials), APPLICATIONS (My Applications, Apply, Results), ACHIEVEMENTS (My Achievements), and CONTINUING ED. (Renew Certifications, My CE History, Complete More CE). A blue arrow points from the 'Renew Certifications' link in the menu to the 'Certification Renewal' section on the right.

The 'Certification Renewal' section displays a table with the following data:

Type	Certification #	Effective Date	Expiration Date	CE Progress	Ready to Renew
CMAA	L8K9J2S7	07/19/2018	07/19/2020	3 of 10	Not Ready

Below the table are two buttons: 'Complete More CE' and 'Renew and Pay'. A blue arrow points from the 'Complete More CE' button to the next section.

You may select **ANY** Course(s) from the list provided. The CE Credits are all general healthcare topics and can be used toward the renewal of your certification. You will **View Content** and then **Take Exam**

The screenshot shows a course selection interface. On the left is a sidebar with 'Home', 'CONTINUING ED. My CE Portfolio Find CE Courses', and 'Course Filters' (Title, Credits: 0-3). The main area shows a course card for '2017 CPT Coding Update by NHA' with 2.0 credits, Category: General, and Available until: February 01, 2019. At the bottom of the card are 'View Content' and 'Take Exam' buttons. A blue arrow points from the 'View Content' button to the next section.

At the end of each topic's questions, you will click "Finish Exam".

The screenshot shows the exam interface. On the left, it displays 'Time remaining: 15:59', 'Unanswered: 10', and 'Jump to question: 10'. The main area shows 'Question 10 : Which of the following does the ICD-10-PCS 2017 new code conversion table allow coders to do?' with four multiple-choice options:
 

- A. Analyze and compare ICD-10-CM with ICD-10-PCS codes.
- B. More quickly assign ICD-10PCS codes to multiple procedures.
- C. Update ambulatory payment classification software systems.
- D. View changes to codes and code titles from one year to the next.

 At the bottom left is a 'Finish Exam' button, and at the bottom center is a 'Previous' button with a left arrow icon. A blue arrow points from the 'Finish Exam' button to the text above.

You may view credits completed under **My CE History**

Type	Credits	Title	Date	Actions
Internal	2.0	Tricks and Trends: Phlebotomy	07/19/2018	
Internal	1.0	Specialty Pharmaceutical Considerations	07/19/2018	

Upon completing the required number of credits, go back to your **Home Page** and you will click on **Renew Certifications**, the progress bar will now be **green** and the **Ready to Renew** will say **Ready**. The **Renew and Pay** button will be orange.

Type	Certification #	Effective Date	Expiration Date	CE Progress	Ready to Renew
CEHRS	Z3H5T5X3	07/31/2016	07/31/2018	 10 of 10	 Ready


 Complete More CE

 Renew and Pay

Choose the certification you are apply your credits to and click on **Renew and Pay**.

## Renewal Selection

Select which eligible certifications you would like to renew.

Renew	Type	Certification #	Ready
<input checked="" type="checkbox"/>	CEHRS	Z3H5T5X3	 Ready

Close

Renew and Pay

**Items in your Cart** – Go to bottom of page and click **Check out**

**Verify** your mailing information and click **Continue Checkout**

**Scroll** to bottom of page fill in **Credit Card Information, Expiration Date and 3 digit code (CVV)** from the back signature line of your credit and click on **Purchase Items**

**Print** page for **Receipt**