Completing Your Internal Continuing Education Credits

NHA Certifications require 10 continuing education credits every 2 years. If more than 30 days passed expiration date, 15 credits of continuing education are required.

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

At the end of each topic’s questions, you will click “Finish Exam”.

Upon completing all required credits, go back to your Home Page and you will click on My CE Portfolio to verify you have completed the correct amount of credits needed to recertify. Your credits are listed under CE Items.
Check out and Pay.

Click on **Apply CE Credits** from your CE Portfolio

Choose **Certifying Body**. Go to bottom of page and click **Next**.

Choose **Number of Credits to Apply**. Then click on box under **Certification**. Go to bottom of page and click **Next**.

**Fee Summary** - Go to the bottom of the page and click **Finish**.

**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 card and click on **Purchase Items**

Print page for **Receipt**