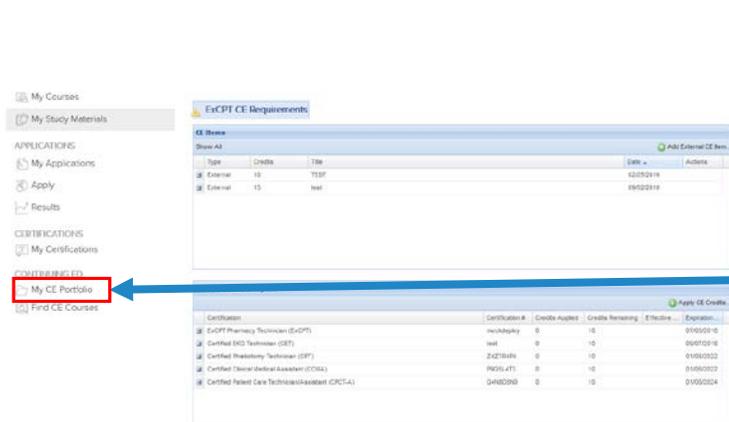


Completing Your Continuing Education Credits

Applicable only for ExCPT certifications.

ExCPT Certified Pharmacy Technicians must complete 20 external hours of continuing education, including at least 1 hour of pharmacy law. When applying these 20 external hours, NHA will convert them to 10 NHA Continuing Education Credits which will fulfill your continuing education obligation. You must complete at least one hour of patient safety, in addition to the currently required one hour of pharmacy law, as part of your 20 total continuing education hours.



My CE Portfolio

Type	Credits	Title	Date	Actions
External	10	TEST	03/05/2016	
External	15	test	09/02/2016	

Certification	Credits Applied	Credits Remaining	Expiration
ExCPT Pharmacy Technician (ExCPT)	0	10	01/03/2018
Certified Drug Technician (CDT)	0	10	03/07/2016
Certified Pharmaceutical Technician (CPT)	0	10	01/08/2022
Certified Clinical Medical Assistant (CCMA)	0	10	01/08/2022
Certified Patient Care Technician/Assistant (CPCTA)	0	10	01/08/2024

From your Home page, click on **My CE Portfolio** to upload your external CE credits.



Type	Credits	Title	Date	Actions
External	10	TEST	03/05/2016	
External	15	test	09/02/2016	

After navigating to the CE Portfolio page, click the green button marked "Add External CE Item" in the CE Items box.

Add Item

Title*:

Credits*:

Source*: External

Provide any supporting documentation for this CE item.

Documentation*:

NHA reviews external programs based on the following criteria: current events, industry trends, and relevance to the allied healthcare field. If supplied 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).

* Required fields

Enter the name of the topic you've completed as well as the number of credits it is worth. Then, click **Choose File** to upload your certificate of completion.

After uploading your certificate of completion and entering the required information, click **Add Item** to continue.

CE Items

Show All

Type	Credits	Title	Date	Actions
External	10	TEST	03/29/2016	
External	15	test	09/02/2016	

Repeat steps to complete all 20 credits. Your credits will appear in the CE item box.

Re-certification Progress

Certification	Certification #	Credits Applied	Credits Remaining	Effective ...	Expiration...
ExCPT Pharmacy Technician (ExCPT)	mockdeploy	0	10		07/03/2016
Certified EKG Technician (CET)	test	0	10		09/07/2016
Certified Phlebotomy Technician (CPT)	Z4Z7R4P4	0	10		01/08/2022
Certified Clinical Medical Assistant (CCMA)	P9GSL4T3	0	10		01/08/2022
Certified Patient Care Technician/Assistant (CPCT-A)	Q4N8D8N9	0	10		01/08/2024

Click on the green buttons marked **Apply CE Credits** in the Re-certification Progress box.

Recertification

Step 1 of 3: Select Certifying Body

Select Certifying Body: NHA ExCPT

Select the Certifying Body. Click on **ExCPT** and then click **Next**.

Recertification Step 2 of 3: Choose Credits/Certification(s)

Select Number of Credits to Apply:

Select Certification(s)

Certification	Certification #	Credits Applied	Credits Remaining	Expiration Date
<input checked="" type="checkbox"/> ExCPT	mockshoploy	0	10	07/03/2018

Notes
Your ExCPT certification will be renewed for 2 more years

Previous Next

Select the Number of Credits to Apply and Certification (s):

Select the number of credits you are applying for.

Mark the box next to the certification (s) you are renewing.

Click **Next**.

Recertification Step 3 of 3: Summary / Confirmation

Fee Summary

Description	Fee
Apply 10 credits towards ExCPT re-certification:	\$50.00

Are you sure you want to apply CE to the selected certifications?
Clicking **Finish** will take you to the online store where you can pay the listed fees in order to complete this transaction.

Previous Finish

Summary and Confirmation: Verify that your order is correct.

If your order is correct, click **Finish** to checkout and pay. If it is not, correct or you are not ready to pay, do not click finish.

Items in your Cart

Item	Quantity	Price	Total
ExCPT Recertification (1st Certification - 10 credits)	1	\$50.00	\$50.00

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

Cart Total: \$50.00

Continue Shopping **Check out**

After clicking **Finish**, you will be directed to the NHA Online Store screen.

Review the items in your cart for accuracy. If everything is correct, click on the **Check out** link.

Billing Information

Bill To:
If different from the first and last names above

Street *:

Street:

City *:

State/Province *:

Zipcode/Postcode *:

Country *:

Discounts

Discount code:

Continue Checkout

On the Checkout screen, verify your contact information and the billing information for the credit/debit card you are using to make your payment. If the information is incorrect, update any field to contain the correct information. If you have a promotional code, enter it in the "Discount Code" field. Then click the "Continue Checkout" button.

Total
Subtotal = \$50.00
Shipping + \$0.00
Total = \$50.00

Payment
PAYMENT TEST MODE
Your Visa card, ending in 1111 will be charged \$50.00.

Purchase Items

Validate the information on the Confirmation screen. Please review the information and confirm the amount that will be charged to your card.

If everything is correct, click the 'Purchase Items' button to process your payment.

Please note: Your recertification is not final until you click "Purchase Items".

Thank you for your order!
Print this page as your receipt and keep it for your records.

ORDER # 480497

Status
April 28th 2017 14:37: New Order successfully submitted

Items Ordered
ExCPT Recertification (1st Certification - 10 credits) - \$50.00 x 1 = \$50.00

Once your credit card payment has processed, a confirmation screen will appear. You may print the screen as confirmation of your purchase. You will also receive an email confirmation and receipt. After you have completed your purchase, your new certification(s) and card(s) will be sent out via USPS to the address in your profile. Please allow 7-10 business days for delivery

*Every ExCPT recertification is subject to an audit. In the event your ExCPT recertification is selected, you will be contacted by an NHA Continuing Education representative. You will then be required to provide additional documentation to support your continuing education credits. Your recertification will appear in a "Pending" status until the requested documents have been received and approved.

Certification	Certification #	Effective Date	Expiration Date	Actions
ExCPT Pharmacy Technician (LxCPTI)	mockdeploy	2014-07-03	2017-07-03	<div style="border: 1px solid gray; padding: 2px; display: inline-block;"> Download certificate <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </div>  
Certified Phlebotomy Technician (CPT)	Z4Z7R4P4	2016-01-08	2022-01-08	 
Certified Patient Care Technician/Assistant (CPCT-A)	Q4N8D8N9	2016-01-08	2024-01-08	 
Certified Clinical Medical Assistant (CCMA)	P9G5L4T3	2016-01-08	2022-01-08	 
Certified EKG Technician (CET)	test	2014-07-07	2018-09-07	 

If you need a temporary copy of your certification(s), you may print one from your Home page.

Click on **My Certifications**.

Click on the  icon next to the certification type (s).

Click "Yes" to download and print your temporary certification(s).