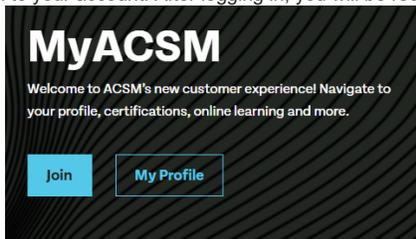


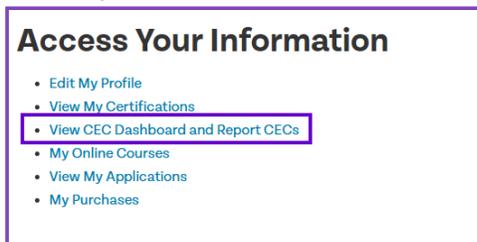
Recertification

Tuesday, March 11, 2025 6:07 PM

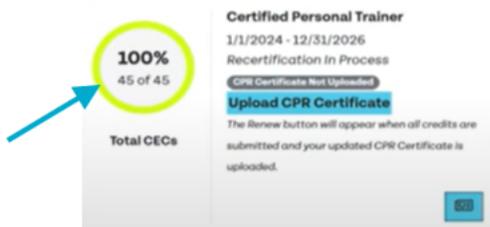
1. Login to your account. After logging in, you will be redirected to your MyACSM page.



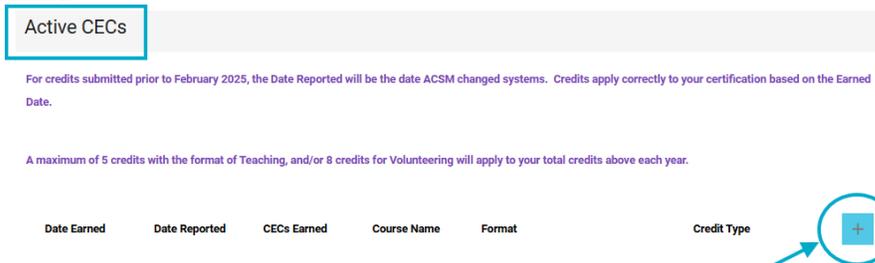
2. In the box that says Access Your Information, click View CEC Dashboard and Report CECs



3. To recertify, you must have entered/earned the required number of CECs so that your 'speedometer(s)' are full on your CEC Dashboard.



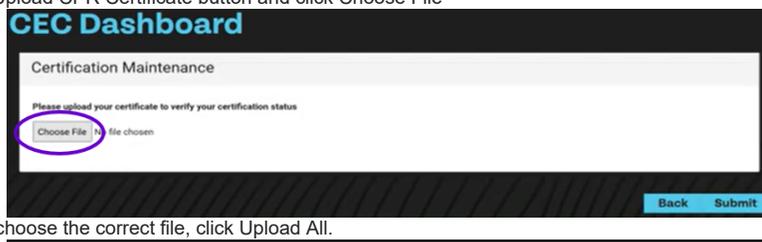
- a. If you have not entered enough CECs, scroll to the Active CECs tile, and click the + sign to add your remaining CECs or visit our [Online Learning Platform](#) for additional CEC opportunities.



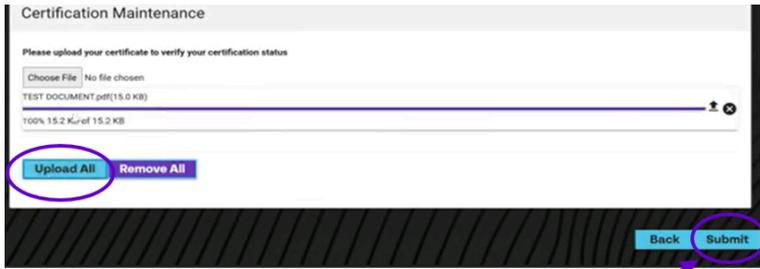
4. With a 100+% full speedometer, to get the renewal option to show, you must first upload a copy of your CPR/AED (or BLS/ACLS) certificate or wallet card to proceed. This is a requirement. If you have multiple certifications, you must upload your CPR in each tile.



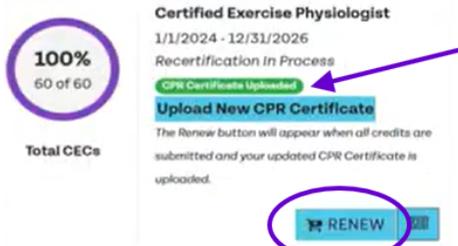
- a. Click the Upload CPR Certificate button and click Choose File



- b. After you choose the correct file, click Upload All.



- 5. Now that your CPR certificate is uploaded, you now see the option to renew. Click RENEW. (Again, if there are multiple certifications, this step must be completed for each certification for them to get to RENEW status).



- 6. Clicking RENEW adds it to your cart, and clicking the X removes it from your cart. (For multiple certifications, click the renew button for each you wish to renew).



- 7. To get to your cart, click the Complete Recertification button below your certification tile(s).



- 8. Your recertification should be listed in the cart. If you have multiple certifications and wish to remove additional certifications from your cart and process them later, simply click the red X button. (Note: as previously announced, there is no longer a nominal multiple cert fee, you must pay the full fee per certification).

Description	Qty	Unit Price	Total Price
DEI Recertification	1	\$60.00	\$60.00
EP Recertification	1	\$70.00	\$70.00

- 9. Otherwise, click Proceed to Checkout to enter your payment information.



- 10. If there are any changes to your billing address, you are free to change. Enter your payment information and click Process Payment.



- 11. A receipt will populate on the screen. Click the PRINT button at the bottom to download a copy, you will also receive an email confirmation of the transaction.
- 12. Your certificate should be available to download immediately following your recertification. Return to your CEC Dashboard, refresh your screen, and click this image at the bottom of your certification tile.



