OneNote

## 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



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

		Certified Personal Trainer	
/	100% 45 of 45	1/1/2024 - 12/31/2026 Recertification in Process	
		CPR Certificate Not Uploaded	
	Total CECs	The Renew button will appear when all credits are submitted and your updated CPR Certificate is	
		uploaded.	
		63	

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.

	Date. A maximum of 5 cre	dits with the format of 1	Feaching, and/or 8 cre	adits for Volunteering v	vill apply to your total credi	ts above each vear.
	Date Earned	Date Reported	CECs Earned	Course Name	Format	Credit Type
With a 100 <sup>.</sup> of your CPI you have m	+% full speedo R/AED (or BLS nultiple certifica	meter, to get ACLS) certif	the renewal icate or walle ust upload yo	option to sho et card to pro our CPR in ea	ow, you must firs ceed. This is a r ach tile.	at upload a copy requirement. If
Tr	100% 50 of 60	Certified Ext 1/1/2024 - 12/ Recertification Certentification Upload CPR The Renew button submitted and ye	ercise Physic (31/2026 on In Process Not Uploaded) Certificate will appear who our updated CPR	en all credits are Certificate is	/	
		uploaded.		(621)		
a. Click	the Upload CP CEC Certific Please uplo	R Certificate Dashbor ation Maintenan of your certificate to verify file chosen	button and c ard ce your certification status	lick Choose I	File	

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

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Certifica	tion Maintenance		
Please upload	your certificate to verify your certification status		
Choose File	No file chosen		
TEST DOCUME	NT.pdf(15.0 K8)		10
100% 15.2 Kg	of 15.2 KB		0
Upload	Remove All		
		Back	Submit
		11111	

 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).

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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*).

$\frown$	Description	Qty	Unit Price	Total Price
	3EI Recettification	1	\$60.00	\$60.00
x	EP Recertification	1	\$70.00	\$70.00

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

## PROCEED TO CHECKOUT

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

## 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.
- 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.



4/22/25, 7:55 AM

OneNote