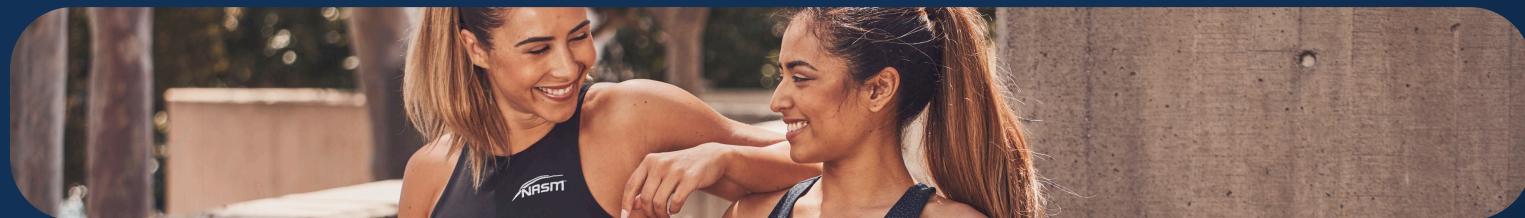


THE



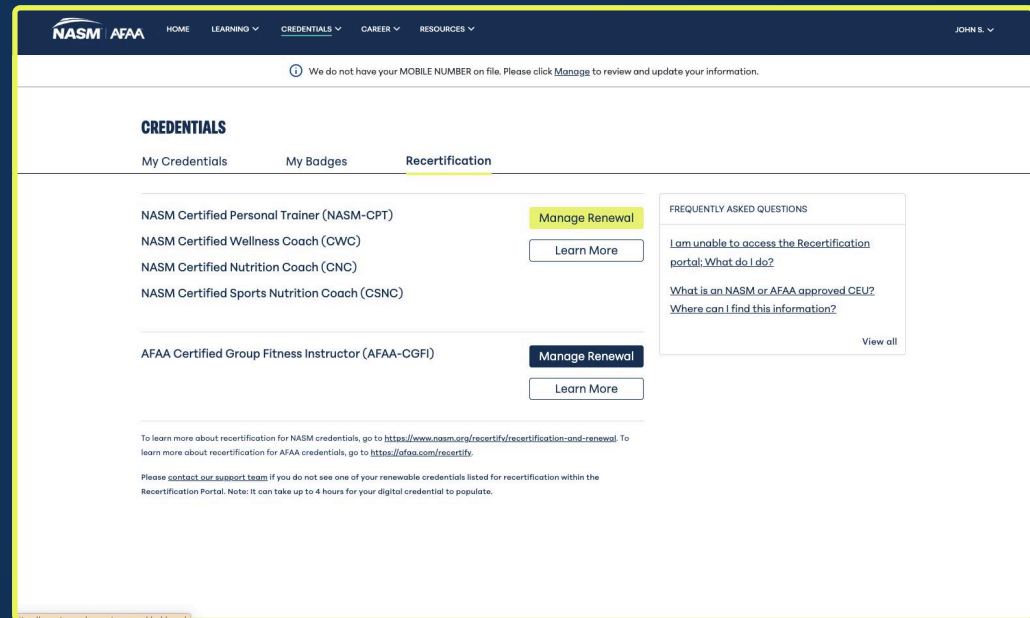
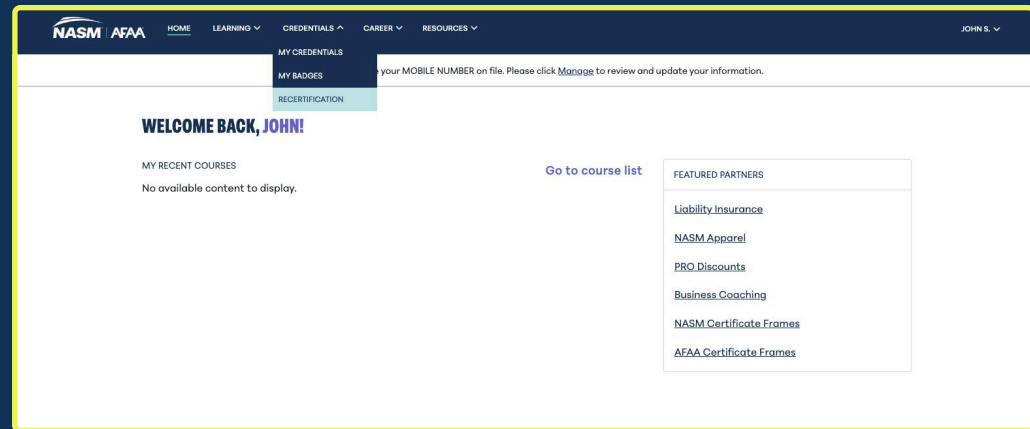
RECERTIFICATION PORTAL USER GUIDE

The Recertification Portal

Once you log into your NASM Customer Portal, select **Credentials>Recertification** from the top menu.

Locate your credential within the Recertification tab and click on the **Manage Renewal** button. This will launch the online recertification portal.

Once the Recertification Portal is launched, you will be presented with your Home Page. This will provide you with a quick look at your certification status, expiration date, and total credits needed.



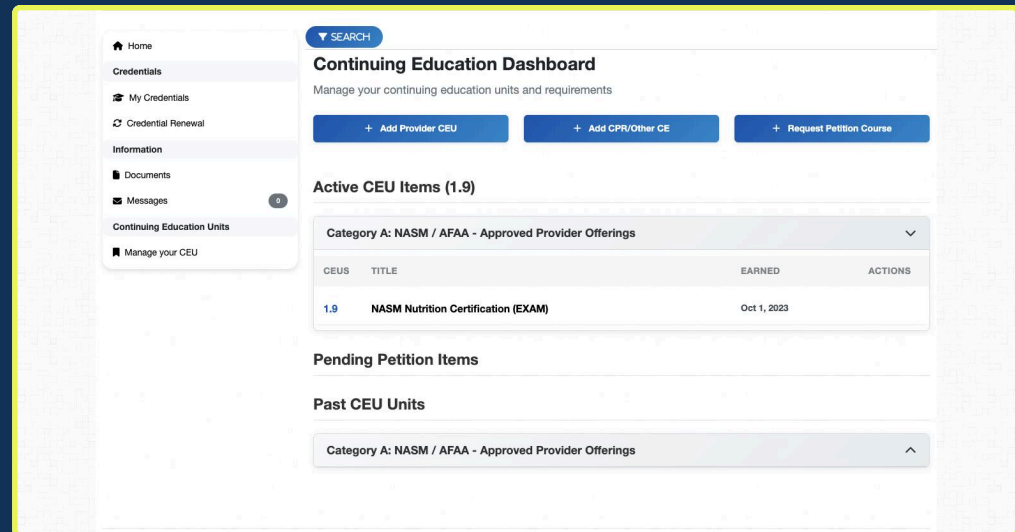
Adding CEU Courses

Important Note: All courses completed directly through NASM & AFAA should automatically populate. If you notice courses are missing, please contact Member Services.

To add Approved Provider Courses:

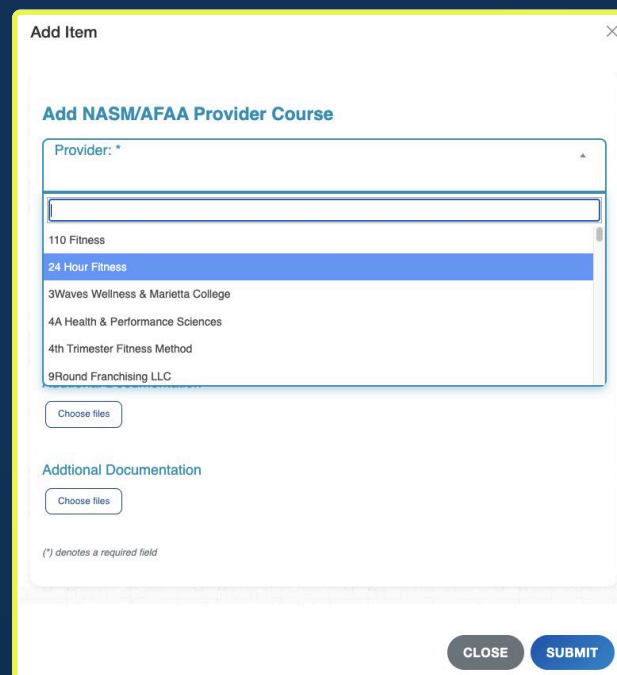
1. Select **Manage your CEU** within the left navigation menu.
2. To add pre-approved courses, select **Add Provider CEU**
3. Click into the Provider search bar. You can search for the name of the provider in the search bar or navigate through each individual page.

If a provider's name is not populating, please check the pre-approved provider list on our website to ensure the provider's name matches what is listed.



The screenshot shows the 'Continuing Education Dashboard' with a left navigation menu and a main content area. The navigation menu includes links for Home, Credentials, My Credentials, Credential Renewal, Information, Documents, Messages, Continuing Education Units, and Manage your CEU. The main content area has a search bar and three buttons: '+ Add Provider CEU', '+ Add CPR/Other CE', and '+ Request Petition Course'. Below these are sections for 'Active CEU Items (1.9)', 'Pending Petition Items', and 'Past CEU Units'. The 'Active CEU Items' section shows a table with one item: 1.9 NASM Nutrition Certification (EXAM) earned on Oct 1, 2023.

CEUS	TITLE	EARNED	ACTIONS
1.9	NASM Nutrition Certification (EXAM)	Oct 1, 2023	



The screenshot shows the 'Add Item' form with a title 'Add NASM/AFAA Provider Course'. It features a 'Provider: *' dropdown menu with a list of providers including 110 Fitness, 24 Hour Fitness, 3Waves Wellness & Marietta College, 4A Health & Performance Sciences, 4th Trimester Fitness Method, and 9Round Franchising LLC. There are 'Choose files' buttons for 'Additional Documentation' and a 'Choose files' button for the provider selection. At the bottom, there are 'CLOSE' and 'SUBMIT' buttons.

Provider: *

110 Fitness

24 Hour Fitness

3Waves Wellness & Marietta College

4A Health & Performance Sciences

4th Trimester Fitness Method

9Round Franchising LLC

Choose files

Additional Documentation

Choose files

(*) denotes a required field

CLOSE SUBMIT

Adding CEU Courses (Cont.)

- Once you find the provider, click on the name. The courses that are currently approved for that provider will display.
- If available, select the course you completed.
Note: Be sure to check our pre-approved provider list to confirm the course's approval expiration date.
 - If the course is not listed, it will require a petition.
- Enter the date earned for your course.
- Upload your documentation or certificate of completion for the course.
- After all information is entered, click **Submit**.

The 'Add Item' form is titled 'Add NASM/AFAA Provider Course'. It contains two main sections: 'Provider' and 'Course'. The 'Provider' section has a dropdown menu with '24 Hour Fitness' selected. The 'Course' section has a dropdown menu with 'PT Foundations' selected. Below the dropdowns, there is a table of courses. The table has columns for 'Course', 'CEUs', and 'Expiration Date'. The first row is 'PT Foundations' with '1.4 CEUs' and 'Jan. 01, 2024 - Dec. 31, 2024'. The second row is 'Test 123' with '0.2 CEUs' and 'Jan. 01, 2025 - Dec. 31, 2025'. Below the table, there is a 'Choose files' button. At the bottom of the form, there are 'CLOSE' and 'SUBMIT' buttons.

Petitioning a Course

- After confirming the course is not on the Provider's course list, click on **Request Petition Course** from the Continuing Education Dashboard.
- Fill in the fields within the add **Request Petition Course** window:
 - Certification:** Select the certification that you would like to apply the petition course to.
 - Title:** Enter the title of the course.
 - Date of Activity/Date Awarded:** Enter the date of completion.
 - Requested CEUs:** Enter the earned CEU value.
 - Documentation:** Upload documentation or certificate of completion for the course.
- Confirm that you have checked to ensure that the course is not already approved.
- After all the information is entered, click **Submit**.
- Click on the **Unpaid Petition Course** notification on your home page.
- You will be directed to the shop page to pay the Petition fee.

The 'Continuing Education Dashboard' shows a sidebar with navigation links: Home, Credentials, My Credentials, Credential Renewal, Information, Documents, Messages, Continuing Education Units, and Manage your CEU. The main content area has a 'SEARCH' bar and three buttons: '+ Add Provider CEU', '+ Add CPE/Other CE', and '+ Request Petition Course'. Below these buttons, there is a section titled 'Active CEU Items (1.9)'. It shows a table with columns for 'CEUS', 'TITLE', 'EARNED', and 'ACTIONS'. The first row is '1.9 NASM Nutrition Certification (EXAM)' with 'Oct 1, 2023' in the 'EARNED' column. Below this, there is a section titled 'Pending Petition Items' and a section titled 'Past CEU Units'.

The 'Request Petition Course Approval' form is titled 'Course Information'. It contains a message: 'Please confirm that the course you are reporting is not available under +Add Provider CEUs before submitting a Petition Course for approval.' Below this, there is a section titled 'Please select the Certification track you are hoping to apply this course to.' with a dropdown menu. The dropdown menu is open, showing a list of certifications: 'AFAA: Certified Group Fitness Instructor', 'AFAA: Certified Indoor Cycling Instructor', 'AFAA: Group Fitness Instructor Certificate', 'AFAA: International Certified Group Fitness Instructor', 'AFAA: Personal Fitness Trainer', and 'AFAA: Primary Group Exercise'. Below the dropdown, there is a 'Documentation' section with a 'Choose files' button. At the bottom of the form, there are 'CLOSE' and 'SUBMIT' buttons.

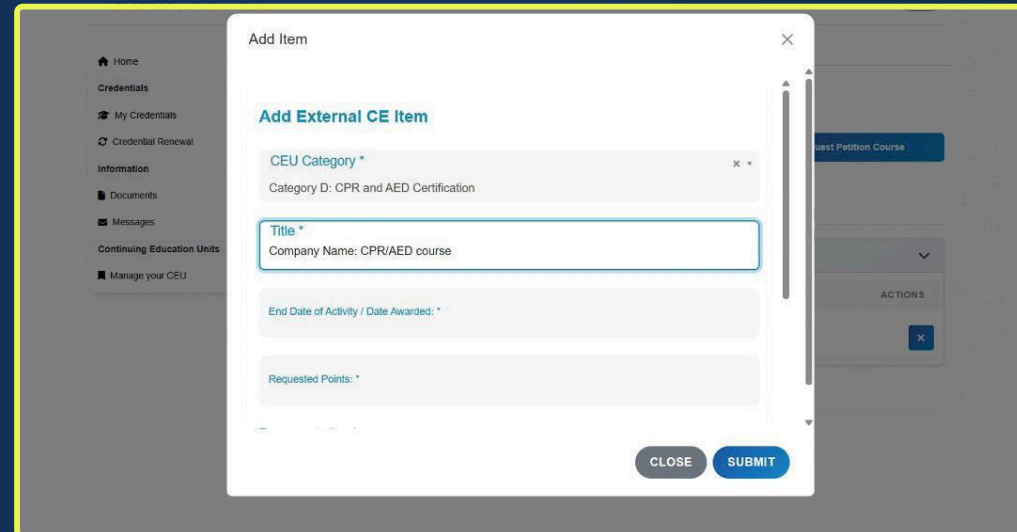
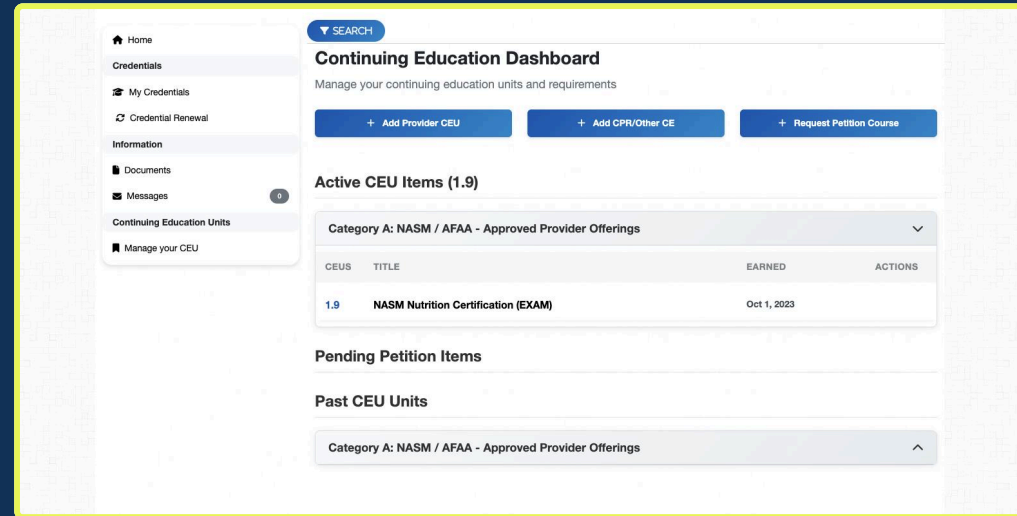
Adding your CPR/AED/Other CEUs

1. To upload your CPR/AED course, select **Add CPR/Other CE**.

- Fill in the fields within the **Add CPR/Other CE** window:
 - CEU Category:** Choose Category D: CPR and AED Certification.
 - Title:** Please indicate the company you completed your course with and then add "CPR/AED course".
 - End Date of Activity/Date Awarded:** Enter the date of completion.
 - Requested Points:** Enter 0.1 CEU. No other value will be accepted.
 - Documentation:** Upload a copy of the front and back (if applicable) of the CPR card. Note: This is required and must be submitted as one file.
 - Once all the information is entered, select **Submit**.

2. To upload courses from Category B (Industry Contributions) or Category C (Post Certification Collegiate Coursework), select **Add CPR/ Other CE**.

- Fill in the fields within the **Add CPR/Other CE** window:
 - CEU Category:** Choose Category B or Category C from the dropdown.
 - Title:** Provide the title of the completed courses or industry contributions.
 - End Date of Activity/Date Awarded:** Enter the date of completion.
 - Requested Points:** Add in CEU value requested based on contact hours completed.
 - Once all the information is entered, select **Submit**.



Submitting your Application and Fees

1. After all your courses are uploaded, click **Credential Renewal** in the left navigation menu.
2. If all CEU requirements have been met, the credentials will be in the **Ready to Renew** section.
3. Click on the credential that you would like to renew.
4. You have two options to complete your checkout:
 - To pay the standard application and any late fees you may owe, click **Renew**.
 - To enroll in the Recertify for Life program, click **Recertify for Life**. **Note:** If you have already purchased Recertify for Life, this option will be grayed out to avoid purchasing the product again.
5. Click **Submit** and you will navigate to the shop page to pay for your fees.
 - Once payment is complete, your application is submitted to the NASM/AFAA team for review.

For quality assurance, the portal system will randomly select candidates for manual review. You will be notified via e-mail as well as portal message if you have been selected for this audit process. A member of our staff will review all documentation submitted. If any additional documentation is needed, you will be notified again via e-mail and portal message.

The screenshot shows the 'Renewal Selection' page. On the left is a navigation menu with links: Home, Credentials, My Credentials, Credential Renewal, Information, Documents, Messages, Continuing Education Units, and Manage your CEU. The main content area has three sections: 'Ready to Renew' with buttons for 'NASM-CSNC' and 'NASM-CWC'; 'Under Audit' with the text 'No credentials are currently under audit.'; and 'Not Ready for Renewal' with buttons for 'AFAA-CGFI', 'NASM-CPT', and 'NASM-CNC'.

The screenshot shows the 'Renewal Application' page. On the left is the same navigation menu as the previous screenshot. The main content area has a 'Details' section with the instruction 'Please select your renewal type:'. Below this is a dropdown menu labeled 'Renewal Type *' with the text 'Select an Option' and a search icon. The dropdown menu is open, showing two options: 'Renew' and 'Recertify For Life'. Below the dropdown is a small note '(*) denotes a required field' and a blue 'SUBMIT' button.