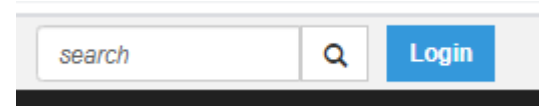


Certification/Credential Renewal Process

– Step by Step Guide

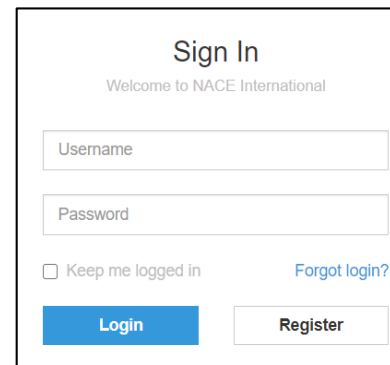
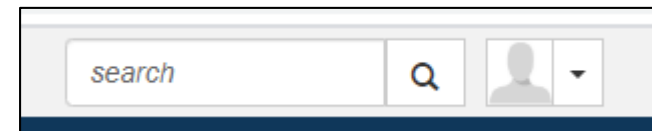
90 days prior to your expiration date the system will open for you to begin the renewal process.

1. Go to naceinstitute.org,
Click on the Login button

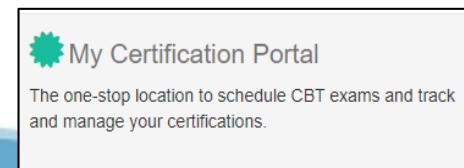


Sign in with your credentials

2. Click on the down arrow next
to your profile icon

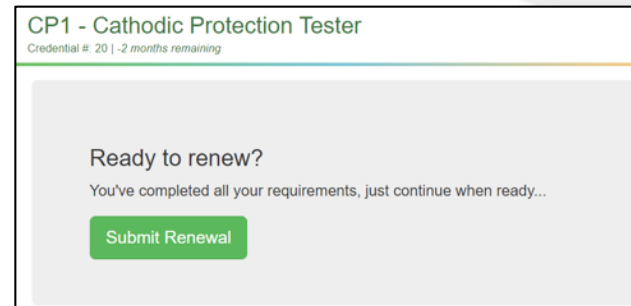
A screenshot of the "Sign In" page. The page title is "Sign In" with the subtitle "Welcome to NACE International". Below the title are two input fields: "Username" and "Password". Under the "Password" field, there is a checkbox labeled "Keep me logged in" and a link "Forgot login?". At the bottom of the form are two buttons: a blue "Login" button and a white "Register" button.

3. Click on the profile button and
then on 'My Certification Portal'



Checking Requirements

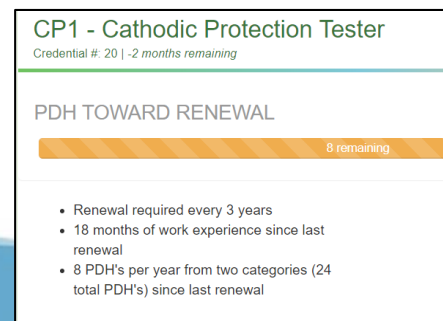
4. The certification(s) ready for renewal will show on your Home page



5. If your required PDH's (Professional Development Hours) have already been entered, the progress bar will show the renewal is ready to submit (skip to step 10)



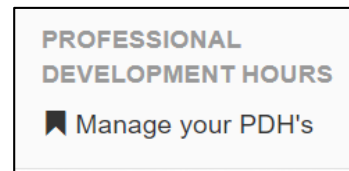
If you have not yet entered your PDH's the progress bar appears like the example below. (proceed to step 6)



Adding Profession Development Hours (PDHs)

6. To add PDH's click on **Manage your PDH's** to add the required hours for **two** categories.

- Click on Manage your PDH's
- Click on Add PDH's

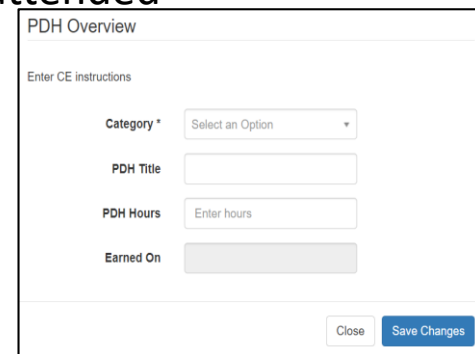


Add PDH's

7. Select a Category – you must have PDH's from **TWO different categories** for your renewal which includes:

- PDH Title – what you completed, or the event attended
- PDH Hours – enter hours earned/completed
- Earned On – enter the date of the PDH event

Note: You can add your PDH's as they are earned, you do not need to wait until renewal to enter

A screenshot of a "PDH Overview" form. The form has a title "PDH Overview" and a section "Enter CE instructions". Below this, there are four input fields: "Category *" with a dropdown menu showing "Select an Option", "PDH Title" with a text input field, "PDH Hours" with a text input field containing "Enter hours", and "Earned On" with a date input field. At the bottom right of the form, there are two buttons: "Close" and "Save Changes".

Adding Profession Development Hours (PDHs) cont.

8. **Save your changes** - As you add the required PDH's your status bar on the home page will reflect your progress. Note, if you have selected only one category, even if the total hours meet the requirement, you will not be able to proceed until you add PDH's from an additional (different) category (see example below).
9. **Continue to add PDH's until requirement is met**

PDH TOWARD RENEWAL

7 completed 1 remaining

Category * Corrosion-related courses ...

PDH Title NACE Corrosion Basics Semin

PDH Hours 4

Earned On 2020-07-05

Close Save Changes

Category * Technical Committee Service

PDH Title Task Group 123

PDH Hours 8

Earned On 2020-07-04

Type	Hours	Title	Date
Corrosion-related courses or workshop seminars (4.0 total PDH credits)			
External	4.0	NACE Corrosion Basics Seminar	Earned On 7/5/2020
Technical Committee Service (8.0 total PDH credits)			
External	8.0	Task Group 123	Earned On 7/4/2020

The status bar on the home page will update to green and then you are ready to complete the renewal process.

Submit Your Renewal

10. Click on Submit Renewal

The system will default to the credential you need to renew. If there are multiple dependent programs listed, please check the [Dependent Program Tool](#) to determine which you should renew.

11. Add Your Work Experience for the last 3 years or since your last renewal (Note: You can add your work experience any time prior to your renewal through your certification profile)

Your data saves automatically. If you need to add additional work experience click the Add button again and enter more data. If you do not need to add additional work experience, go to the next section to complete your application.

CP1 - Cathodic Protection Tester
Credential # : 201 - 2 months remaining

Ready to renew?
You've completed all your requirements, just continue when ready...

Submit Renewal

PDH TOWARD RENEWAL
8 completed

Select credentials to renew

CP1 - Cathodic Protection Tester

Work Experience

For the purpose of this form, "job" is defined as "a position in which you are/were regularly employed for a period of time." Work performed as part of an education experience (e.g.; work study, summer jobs, graduate research, etc.) may be included. You may have more than one "job" per employer, for example, if you get promoted.

Please provide all information requested. For assistance with this form, contact the Certification Department at NACE International Headquarters.

+ Add

Complete Your Renewal

12. Agree to the Code of Professional Conduct and Applicant's Affidavit.

Please enter your full name.

Digital Signature *

() denotes a required field*

Pay

Click on 'Pay' to proceed to the check out to complete the renewal submission process and payment.

- *Please note – if you are a NACE International member you will receive a discounted member rate for your renewal. If you are not currently a member and wish to purchase a membership, you can log out (the system will save your work), purchase your NACE membership, and then return to My Certification Portal to continue. The member renewal rate should then be reflected in your cart.*
- *Please allow up to four (4) weeks for complete processing of your renewal application.*