# Certification/Credential Renewal Process
## A Step-by-Step Guide

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

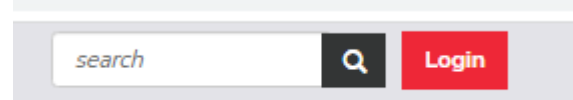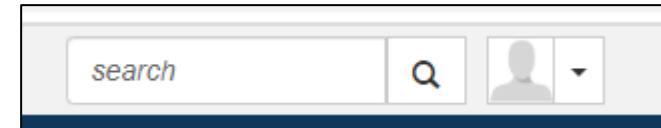*Section 1 – AMPP and Legacy NACE Credential Renewal process through My Certification Portal*

*Section 2 – Legacy SSPC Credential Renewal process*
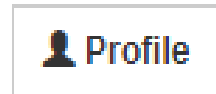
**AMPP™**

# Section 1 – AMPP and Legacy NACE process

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

1. Go to ampp.org,
   Click on the Login button
   Sign in with your credentials

2. Click on the down arrow next
   to your profile icon, then click on Profile

3. Click on 'My Certification Portal'

# Checking Requirements

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



CP1 - Cathodic Protection Tester
Credential # : 20 | -2 months remaining

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

Submit Renewal

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 11)



PDH TOWARD RENEWAL
8 completed
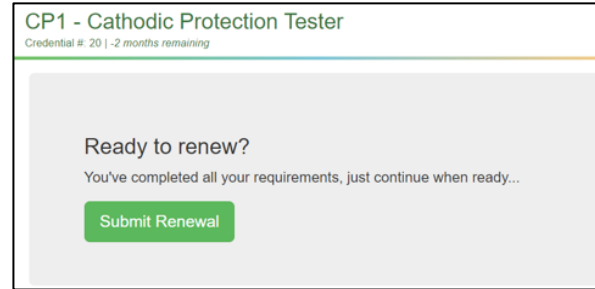
If you have not yet entered your PDH's the progress bar appears like the example below. (proceed to step 7)

6. Have you met the Ethics requirement?



Corrosion Specialist
Credential # :
Expiration Date: 2024-09-24

PDH TOWARD RENEWAL
8 completed | 52 remaining

ETHICS COURSE
Ethics course up to date ✓

- Renewal required every 3 years
- 18 months of work experience since last renewal
- 20 PDH's per year from two categories (60 total PDH's) since last renewal
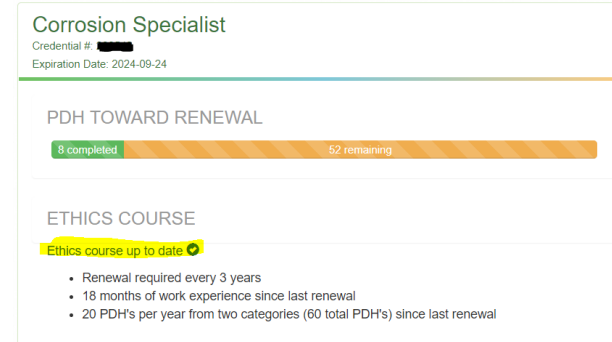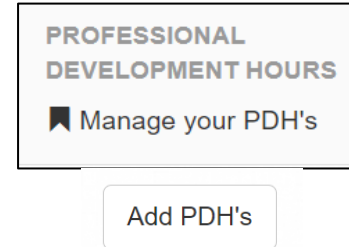
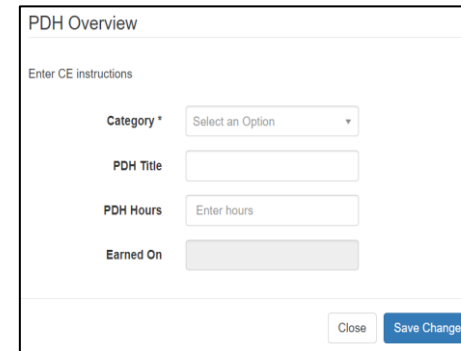# Adding Professional Development Hours (PDHs)

7. 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

8. 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*

# Adding Professional Development Hours (PDHs), cont.

9. 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).

10. Continue to add PDH's until requirement is met



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

# To Submit Your Renewal

**11.** Click on Submit Renewal
The system will default to the credential you need to renew.

Note: If there are multiple dependent programs listed, please check the <u>Dependent Program Tool</u> to determine which you should renew.

**12.** 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 #: 20 | -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

13. Discount Code Section (if applicable for Corporate or QP benefit recipients*)

> If applicable, a discount code will be provided to you by AMPP staff or your company representative to offset the application fees.
>
> **Discount Code** [                    ]
>
> (*) denotes a required field

Pay

If the application does not submit, check for required fields that are incomplete.

(*) denotes a required field

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

- *Please note – if you are an AMPP 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 AMPP 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.*

*\* Note to Corporate and QP benefit recipients.  For special instructions on the application process, please contact your representative.*

# Section 2 – Legacy SSPC Renewal Process

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

1. Go to ampp.org

2. Click on AMPP SSPC Store (SSPC Marketplace)

3. Click on the RECERTIFICATION icon

4. Select the Recert item

5. Log into your profile
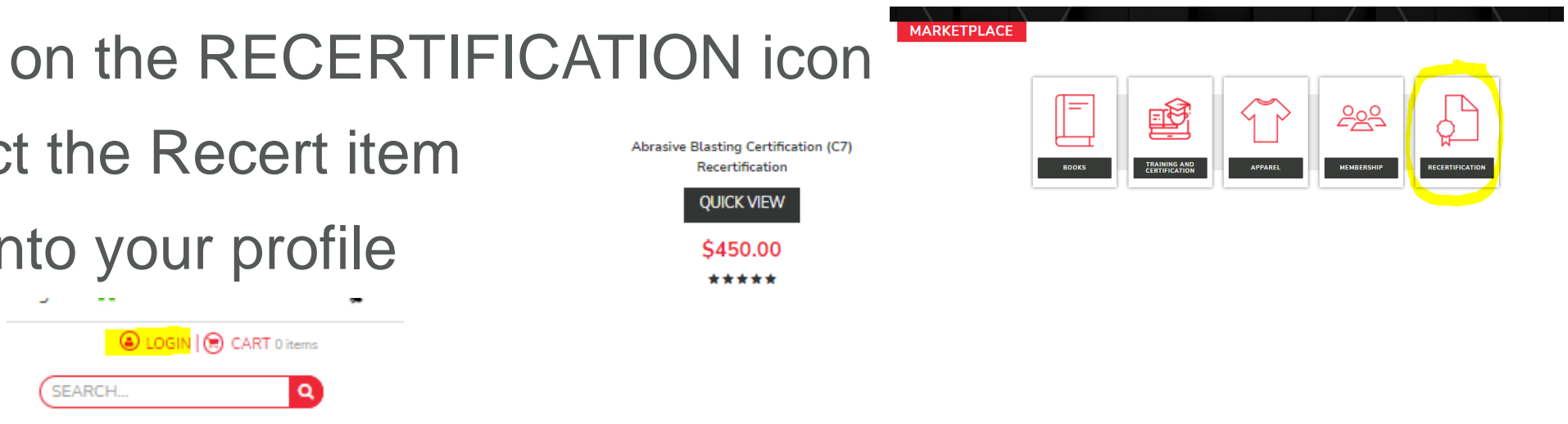
# Once on the Recert Item page:

7. Download, complete, and submit the required forms under Details

**Download & Submit Forms:**
- Recertification Application Form
- Work Experience Form

Note: The forms are fillable PDF's however you can print the forms and manually complete them.

8. Submit the forms via email to the email address reference on the form.

9. If you are not using a discount code (Corporate or QP benefits*), add the item to your cart and complete the payment process. You may also complete the payment details on the form and submit via email or mail as indicated on the form.

*Corporate or QP benefit recipients, if you have a discount code, do not add the item to your cart. Indicate the discount code provided on the form in the payment area and submit to the contact on the form. A team member will adjust the invoice to reflect the discount and process accordingly.

**AMPP™**