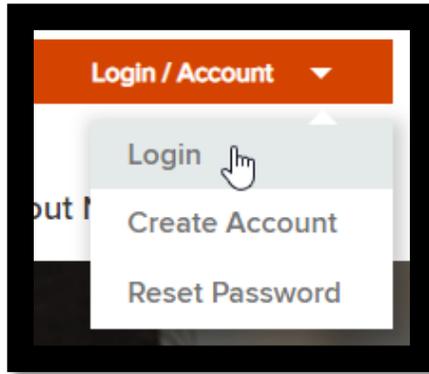
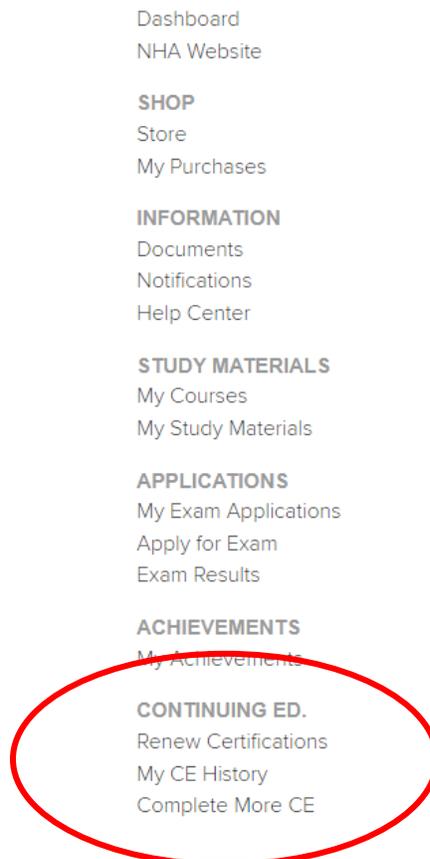


## Renewing your NHA Certification

1. Log into your NHA account [www.nhanow.com](http://www.nhanow.com)



2. As long as you have already taken and passed your exam the left hand side of your dashboard should have **"Continuing Ed"** at the bottom of it.



Clicking on **“Renew Certifications”** will show your CE Progress – how many credits you have. Once you have loaded enough of these, it will allow you to click the Renew and Pay button at the bottom right side of the screen

Certification Renewal

Type	Certification #	Effective Date	Expiration Date	CE Progress	Ready to Renew
ExCPT	A2L2S4E4	07/02/2016	07/02/2022	0 of 10	ⓘ Not Ready

[🔍 Complete More CE](#)
[💰 Renew and Pay](#)

Clicking on **“CE history”** will pull up any past CE’s that you have done with documentation of dates for each one and how many credits each were worth.

My CE History

Show  entries Search:

Type	Credits	Title	Date	Actions
External	1.0	pandemic	06/30/2020	
External	1.0	hypoglycemia	06/30/2020	
External	1.0	Simple Steps for Heart Failure Patients	06/19/2020	
External	1.0	IV Push	06/19/2020	
External	1.0	Atypically	06/19/2020	
External	1.0	Optimizing the Pharmacist Role	06/19/2020	

Clicking on “Complete More CE” will allow you to UPLOAD your certificates of completed CE.

Upload External CE

Title: \*

Hours Spent: \*

Credits: \*

Provide any supporting documentation for this CE item.

Documentation: \*

Drag & drop files here ...

NHA reviews external programs based on the following criteria: documentation shows that the external program meets any or all of the criteria, the program will equal half the number of hours in attendance (for example: 20 hours is equal to 10 credits).

(\*) denotes a required field

**Title** – Name of the CE module that you completed

**Hours Spent** – How much time did you spend completing this? Note: It doesn't matter honestly- you still have to do the required amount!

**Credits** – How many credits was this module worth? You can find this on the module you completed and/or on your certificate

\*Now upload your certificate by browsing to your saved certification and click “Add Item”

Continue this process until you have the required amount of credits – **DON'T FORGET that you must have ONE in PHARMACY LAW!**

Once you have completed the required amount, you can go back to “Renew Certification” and click “Renew and Pay” – this is the end of the renewal process.