How to Recertify Online: ACHA and FACHA in Certemy 2020

**YOU MAY COMPLETE RECERTIFICATION STEPS AT ANY TIME DURING THE YEAR.**
**ALL STEPS MUST BE COMPLETED BY 12/31/2020 TO REMAIN IN GOOD STANDING.**

1. **Login to your account from the top right of the ACHA homepage.** Your username is the email address associated with ACHA. Or you can access the portal **directly.**

2. **Your username is the email address associated with ACHA.** If you have not already accessed the portal and changed your password, the standard password is Certemy2020! We recommend you change this for security purposes. Select “Reset password” to have the system email you a link to generate a new password.

3. **Select “Accept” to verify your credential and begin the recertification process.** If you have already done so, please proceed to step #5.

4. **In the pop-up dialogue box, select “Proceed in Certemy.”**

5. **On the left-hand side of the page (ensure our browser window is full-screen), here is a completion status bar which will turn green, yellow, and red as the steps are completed and due.**
6. On the right-hand side of the page, each step is outlined with a short description and a due date. Click each step to view the full detailed instructions. You do NOT need to complete them in the order in which they appear.

7. Select “Recertification Form.” A full listing of all the recertification requirements is listed in the details, including a link to the Accommodation Form. This step allows you to confirm and update contact information, demographics, experience, and licensure details. Select “Complete Now.” For unknown dates, please use the first day of the month; please be as accurate as reasonably possible.
8. After step 7 is completed, you will automatically be returned to the credential home screen which will indicate your updated progress.

9. Select “Continuing Education.”

10. A detailed listing of all the continuing education requirements is located on the left-hand side of the screen. We recommend you document a course submission each time you complete an activity; store your supporting documents in the Digital Wallet. This step allows you to select activity type, activity details, and upload required supporting documents. A status countdown is located on the left-side of the screen and will change upon completion of a course submission. You do NOT need to complete a hard-copy of the Self-Report form if you are reporting those activities.

11. At the bottom of the left-hand side of the screen, select the Activity Type for each continuing education activity. Select one (1) of the puzzle pieces: course, self-reported individual activity, or self-reported structured activity. AIA approved-provider courses with pre-approved LU should be logged under Continuing Education Course. Completed activities without approved AIA LU should be logged as self-reported. You may enter all 12 LU in one (1) Continuing Education Course activity if submitting an AIA transcript.
12. After logging an activity, the counter updates and you can view which activity-type was completed and when.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Required</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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</tbody>
</table>

**Education step details**

- **Industry:** Other
- **Specialty:** NA
- **CE type:** General CE
- **CE classification:** NA
- **Required hours:** 12

**Organization Admin**

- Katherine Hughan from ACMA has processed this step

**Specific requirements**

![Continuous Education Course](image)

**9/27/2020 01:29 PM**

- **2 Hours**


![Code of Ethics](image)

- Incomplete
- Dynamic form
- 09/07/2021

Please read and sign the Code of Ethics.

To view online or download click the following link:

- Code of Ethics

14. Complete the attestation and click “Continue.”

![Code of Ethics](image)

- Incomplete
- Dynamic form
- 09/07/2021

Please read and sign the Code of Ethics.

To view online or download click the following link:

- Code of Ethics

I have read and accept the Code of Ethics.

- Yes

15. Complete the electronic signature using your mouse as a “pen.” Click “Submit.”
16. Select “Installment 1.” Total fee for ACHA is $550. Total fee for FACHA is $650. Please submit your first recertification fee installment. If paying in full, complete installment 1 and then proceed to complete payment of installments two and three. To pay with a check, select "3rd Party Payment" in each installment section.

17. If you need to change method of payment within installments 1, 2, or 3, select the appropriate installment step and click “Reset”.

18. Payments will be verified by the ACHA Executive Office for the completion of the recertification process.

19. You will be notified by automated email when you complete each section and when a due date is approaching, almost due, or over-due.
20. At any time, you can edit your Profile Details and email notification settings by selecting your name at the top right of the page.