



CERTIFICATION COMMISSION  
OF NAMSS

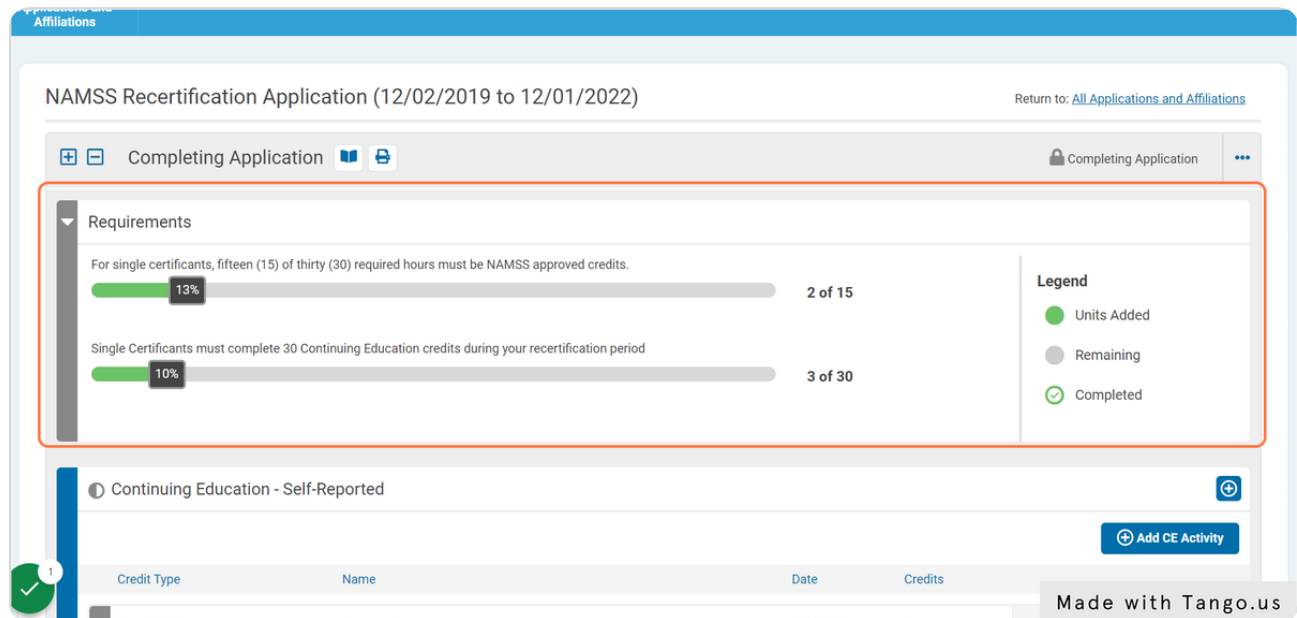
# NAMSS Recertification Application Instructions

29 Steps [View on Tango](#)

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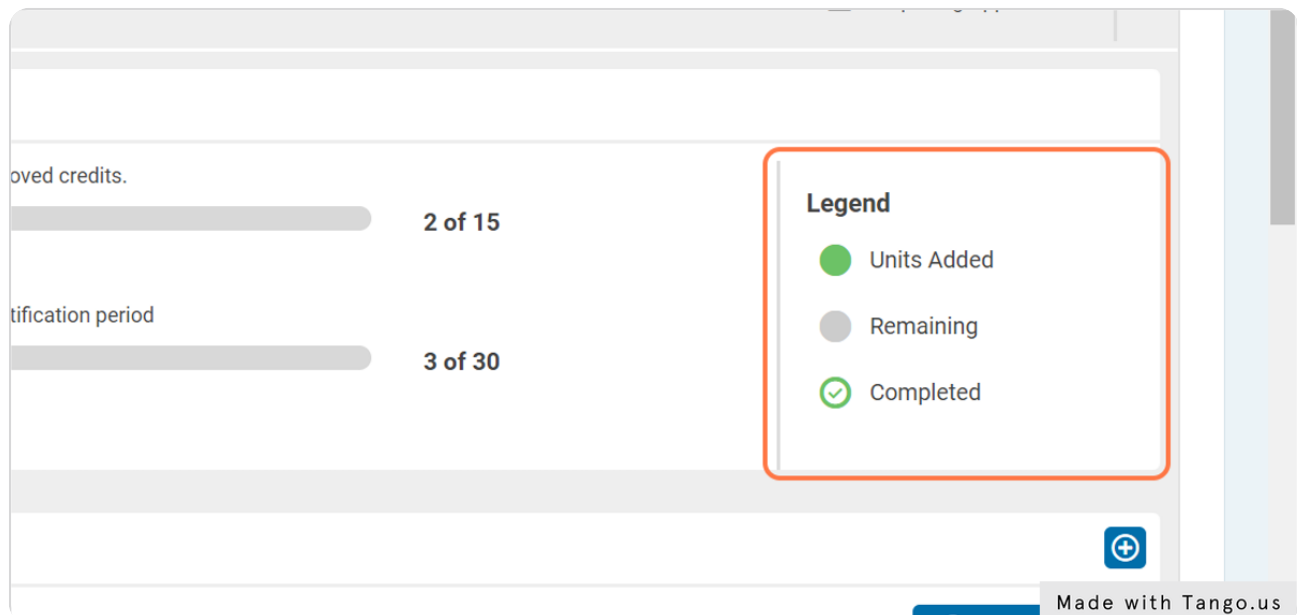
## STEP 1

Please refer to the below meters to keep track of how many certificates you need to upload.



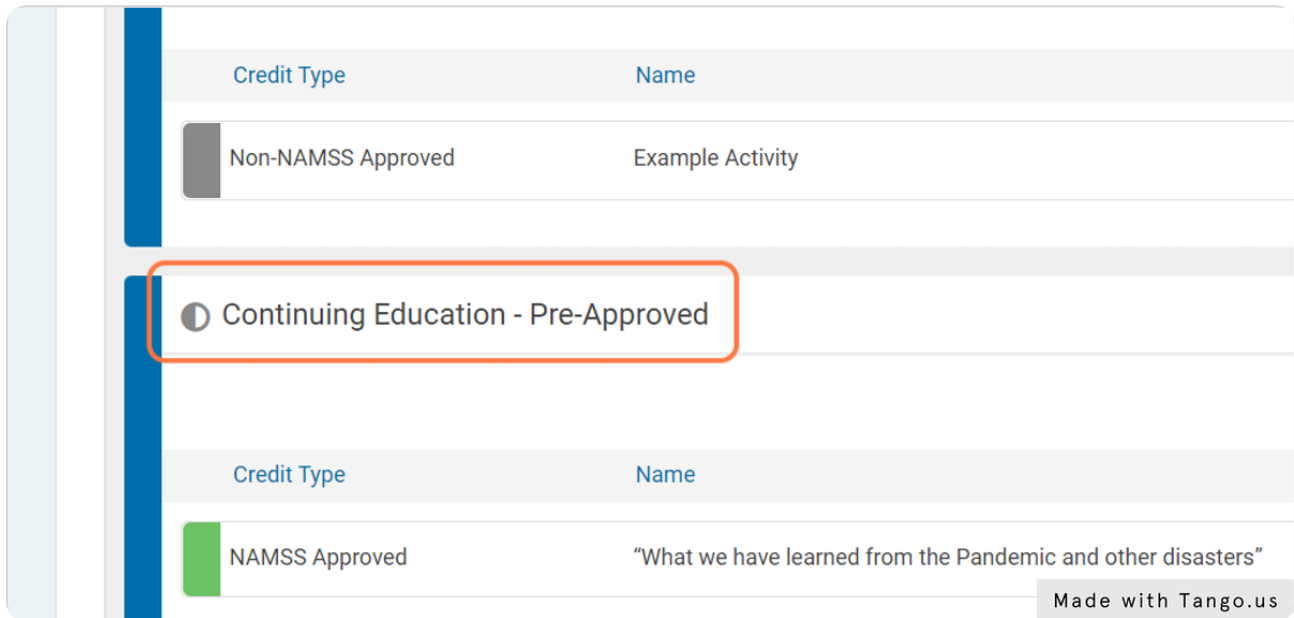
## STEP 2

Please refer to this legend for a count of your total CE requirements.



### STEP 3

To see if any of your NAMSS approved activities have been pre-uploaded, hover to the "Continuing Education - Pre-Approved" Section.



Credit Type	Name
Non-NAMSS Approved	Example Activity

Credit Type	Name
NAMSS Approved	"What we have learned from the Pandemic and other disasters"

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### STEP 4

Select "Add CE Activity"

## STEP 5

**Search by provider, title, and/or date of the CE activity.**

The screenshot shows a web application window titled "Select CE type". Inside, there is a search form with three input fields: "Education Provider Name" (with a placeholder "Contains"), "Activity Title or Description" (with a placeholder "Searches multiple fields"), and "Activity Dates" (with two date pickers labeled "MM/DD/YYYY" and "to MM/DD/YYYY"). A blue "Search" button is located to the right of the date fields. Above the form, there is instructional text in red and black, including a tip about reducing search fields and a note about self-reported activities. At the bottom right of the window, there is a watermark that says "Made with Tango.us".

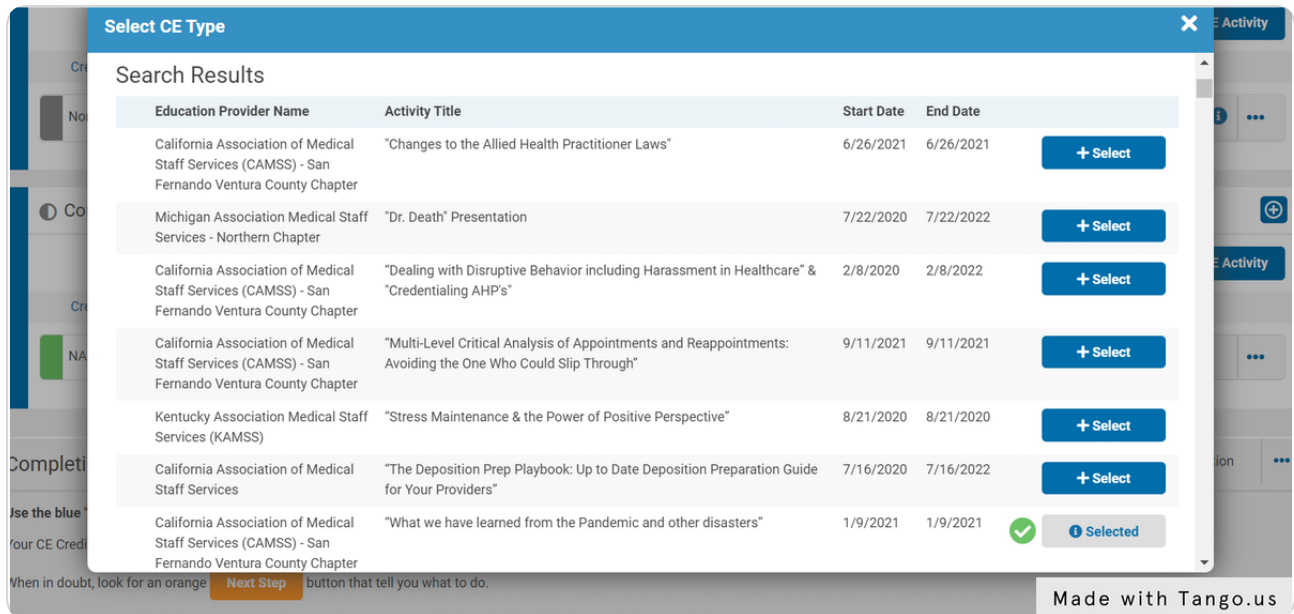
## STEP 6

**Click on Search**

This is a close-up view of the "Search" button from the previous screenshot. The button is blue with the word "Search" in white text. It is highlighted with a thick orange rectangular border. Above the button, the date range input fields are partially visible, showing "YYYY" and "MM/DD/YYYY". At the bottom right of the image, there is a watermark that says "Made with Tango.us".

## STEP 7

If you cannot find the activity through your search, try selecting key words to search, or scroll through the master list to find your activity.



The screenshot shows a 'Select CE Type' dialog box with a search results table. The table has columns for Education Provider Name, Activity Title, Start Date, End Date, and a '+ Select' button. The last row is highlighted with a green checkmark and a 'Selected' button.

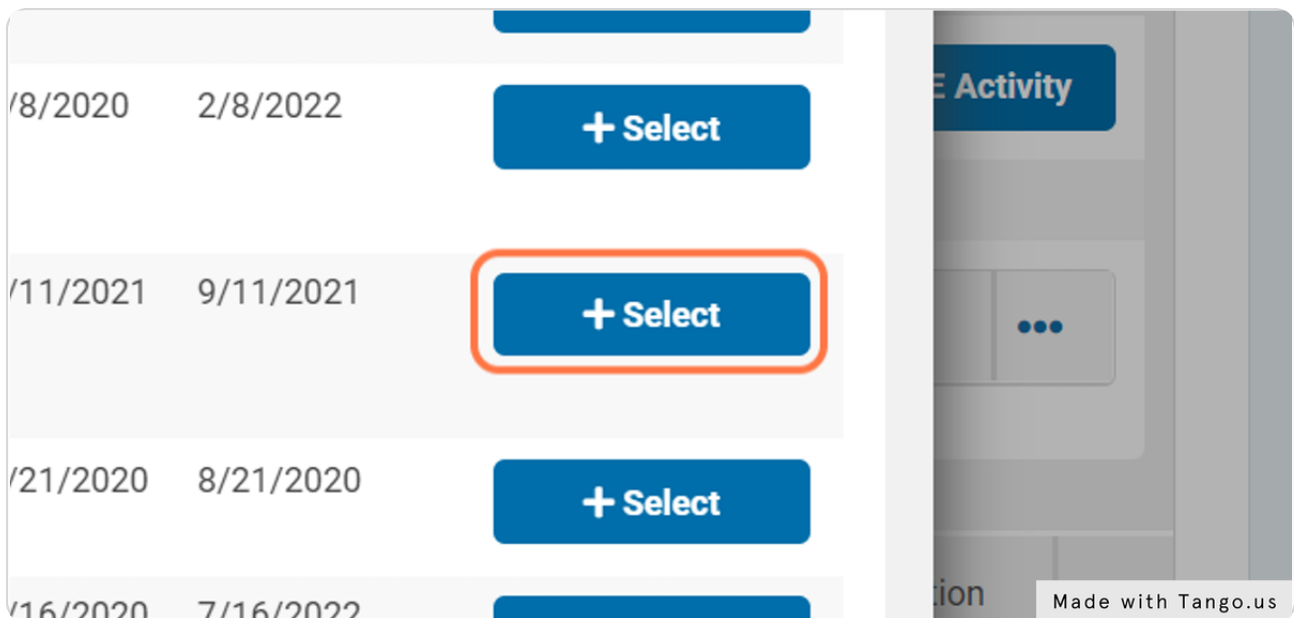
Education Provider Name	Activity Title	Start Date	End Date	
California Association of Medical Staff Services (CAMSS) - San Fernando Ventura County Chapter	"Changes to the Allied Health Practitioner Laws"	6/26/2021	6/26/2021	+ Select
Michigan Association Medical Staff Services - Northern Chapter	"Dr. Death" Presentation	7/22/2020	7/22/2022	+ Select
California Association of Medical Staff Services (CAMSS) - San Fernando Ventura County Chapter	"Dealing with Disruptive Behavior including Harassment in Healthcare" & "Credentialing AHPs"	2/8/2020	2/8/2022	+ Select
California Association of Medical Staff Services (CAMSS) - San Fernando Ventura County Chapter	"Multi-Level Critical Analysis of Appointments and Reappointments: Avoiding the One Who Could Slip Through"	9/11/2021	9/11/2021	+ Select
Kentucky Association Medical Staff Services (KAMSS)	"Stress Maintenance & the Power of Positive Perspective"	8/21/2020	8/21/2020	+ Select
California Association of Medical Staff Services	"The Deposition Prep Playbook: Up to Date Deposition Preparation Guide for Your Providers"	7/16/2020	7/16/2022	+ Select
California Association of Medical Staff Services (CAMSS) - San Fernando Ventura County Chapter	"What we have learned from the Pandemic and other disasters"	1/9/2021	1/9/2021	Selected

When in doubt, look for an orange **Next Step** button that tell you what to do.

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## STEP 8

After finding your pre-approved activity, click "Select" to begin adding your information.



This close-up screenshot focuses on the '+ Select' buttons for three activities. The middle button, corresponding to the activity 'Multi-Level Critical Analysis of Appointments and Reappointments: Avoiding the One Who Could Slip Through' (9/11/2021 to 9/11/2021), is highlighted with an orange rectangular border.

Start Date	End Date	Action
8/21/2020	2/8/2022	+ Select
9/11/2021	9/11/2021	+ Select
8/21/2020	8/21/2020	+ Select
7/16/2020	7/16/2022	+ Select

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## STEP 9

### Upload your supporting CE certificate.

The screenshot shows a web application interface for 'Continuing Education - Self-Reported'. A modal window titled '"Multi-Level Critical Analysis of Appointments and Reappointments: Avoiding the One Who Could Slip Through": Submit Activity Details' is open. The modal contains the following information:

- Activity Type:** Live/In-Person/One-Time
- Activity Title:** "Multi-Level Critical Analysis of Appointments and Reappointments: Avoiding the One Who Could Slip Through"
- Sponsor Name:** California Association of Medical Staff Services (CAMSS) - San Fernando Ventura County Chapter
- Number of Credits:** 2
- Start Date:** 9/11/2021
- End Date:** 9/11/2021
- Supporting Documentation\*:** Attendance Report 9.2.2021.xlsx (with a file icon)

Instructions within the modal:

- For ALL pre-approved activities, please upload your certificate of completion for the activity.
- For pre-approved Enduring Materials (on-demand) activity only, you must enter your completion date as well.
- The remaining information is auto-populated from the pre-approved activity submitted by the Sponsor.

Background interface elements include a sidebar with 'Credit Type' (Non-NAMSS Approved, NAMSS Approved), a 'Completing Application' section, and buttons for 'Add CE Activity', 'Submitted', 'Accepted', and 'Enter CE Details'. A green checkmark icon with the number 10 is visible in the bottom left corner.

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## STEP 10

### Click on Submit (Complete Successfully - orange)

The screenshot shows a modal window with three buttons: 'Cancel' (blue), 'Save' (blue), and 'Submit' (orange). The 'Submit' button is highlighted with a red border. The background interface shows the 'Completing Application' section.

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## STEP 11

**Pre-Approved activities will be automatically accepted.**

11

Use the blue "Add CE Activity" or the "(+)" button to log your credits towards recertification.

Your CE Credits will be tracked in the Requirements section.

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Credit Type	Name	Date	Credits
Non-NAMSS Approved	Example Activity	7/8/2022	1
Continuing Education - Pre-Approved			
Add CE Activity			
Credit Type	Name	Date	Credits
NAMSS Approved	"What we have learned from the Pandemic and other disasters"	1/9/2021	2
NAMSS Approved	"Multi-Level Critical Analysis of Appointments and Reappointments: Avoiding the One Who Could Slip Through"	9/11/2021	2

## STEP 12

**Continue adding non-NAMSS approved credits under "Continuing Education - Self-Reported"**

12

16% 5 of 30 Completed

Continuing Education - Self-Reported

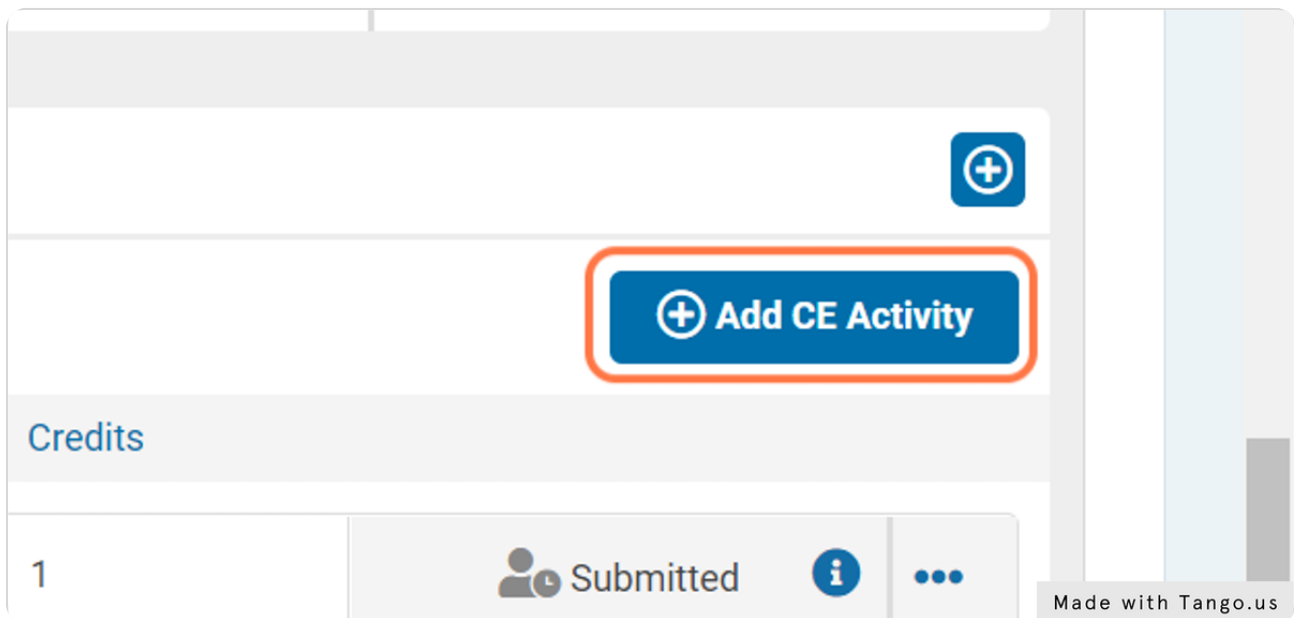
Add CE Activity

Credit Type	Name	Date	Credits
Non-NAMSS Approved	Example Activity	7/8/2022	1
Continuing Education - Pre-Approved			
Add CE Activity			
Credit Type	Name	Date	Credits
NAMSS Approved	"What we have learned from the Pandemic and other disasters"	1/9/2021	2
NAMSS Approved	"Multi-Level Critical Analysis of Appointments and Reappointments: Avoiding the One Who Could Slip Through"	9/11/2021	2

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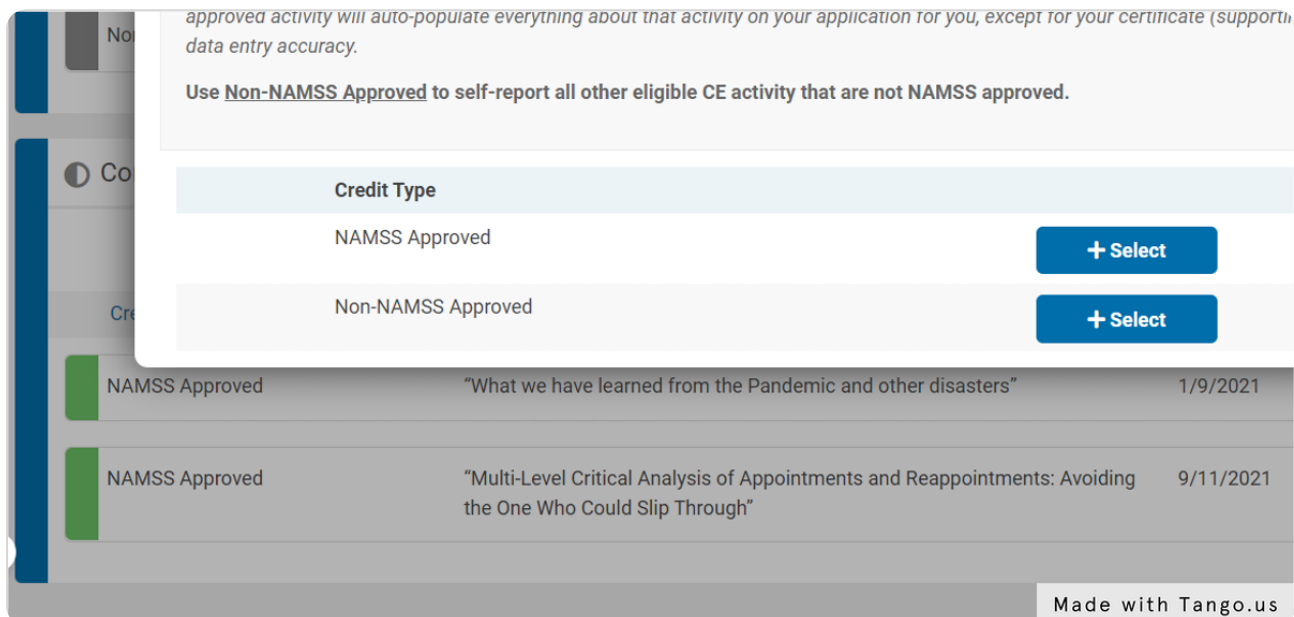
### STEP 13

Click on **Add CE Activity**



### STEP 14

Select the type of credit you wish to upload.





## STEP 15

**Complete the following information and upload the supporting CE certificate.**

Please complete the fields below to record your continuing education activity.

Activity Title\*:

Sponsoring Organization\*:

Number of Credits\*:

Date Guidance: For one-day events, use the same start date and completion date.

Start Date\*:


Completion Date\*:

Supporting Documentation\*: [Choose from library](#) or

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## STEP 16

**Click on "Submit"**

Part 2 Webinar CE.pdf 

ents: Avoiding 9/11/2021 2

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## STEP 17

Repeat these steps until the green meters are full.

**Requirements**

For single certificants, fifteen (15) of thirty (30) required hours must be NAMSS approved credits.

26% 4 of 15

Single Certificants must complete 30 Continuing Education credits during your recertification period

66% 20 of 30

**Legend**

- Units Added
- Remaining
- Completed

**Continuing Education - Self-Reported**

[Add CE Activity](#)

Credit Type	Name	Date	Credits	
Non-NAMSS Approved	Example Activity	7/8/2022	1	Submitted
Non-NAMSS Approved	test	7/5/2022	15	Submitted

**Continuing Education - Pre-Approved**

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## STEP 18

Once you have uploaded the required number of CEs, the green meters will be full.

**Applications and Affiliations**

NAMSS Recertification Application (12/02/2019 to 12/01/2022) [Return to: All Applications and Affiliations](#)

**Completing Application** [Continue](#)

**Requirements**

For single certificants, fifteen (15) of thirty (30) required hours must be NAMSS approved credits.

20 of 15

Single Certificants must complete 30 Continuing Education credits during your recertification period

36 of 30

**Legend**

- Units Added
- Remaining
- Completed

**Continuing Education - Self-Reported**

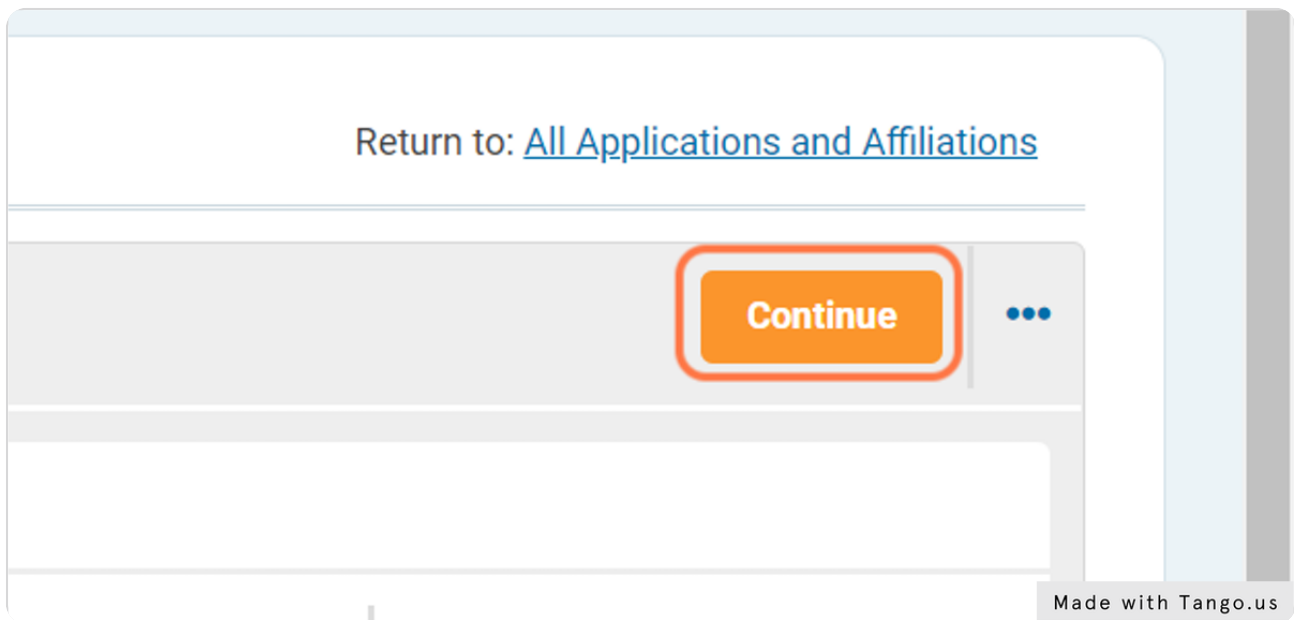
[Add CE Activity](#)

**Continuing Education - Pre-Approved**

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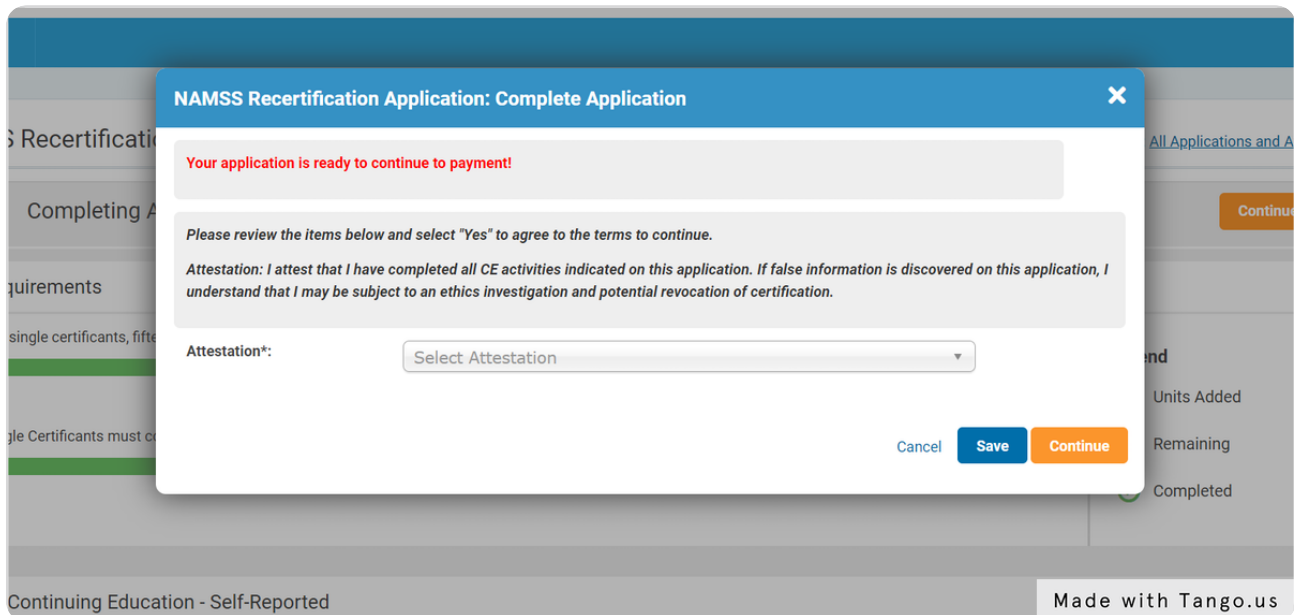
STEP 19

Click on "Continue" to continue to payment.



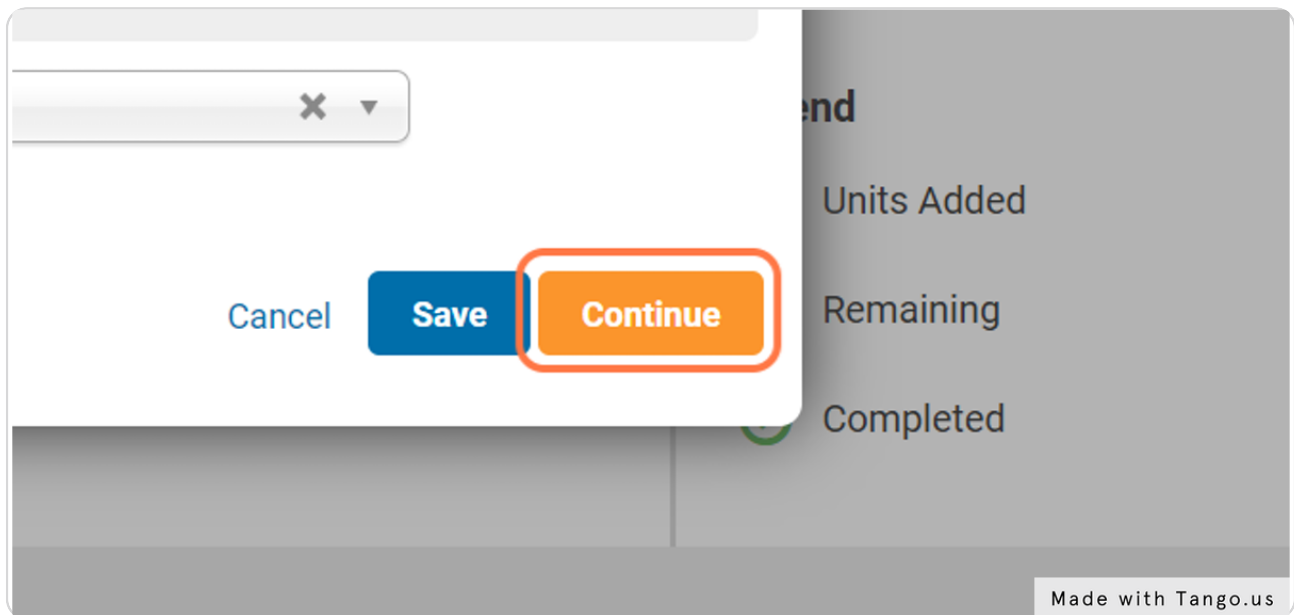
STEP 20

Complete the attestation:



## STEP 21

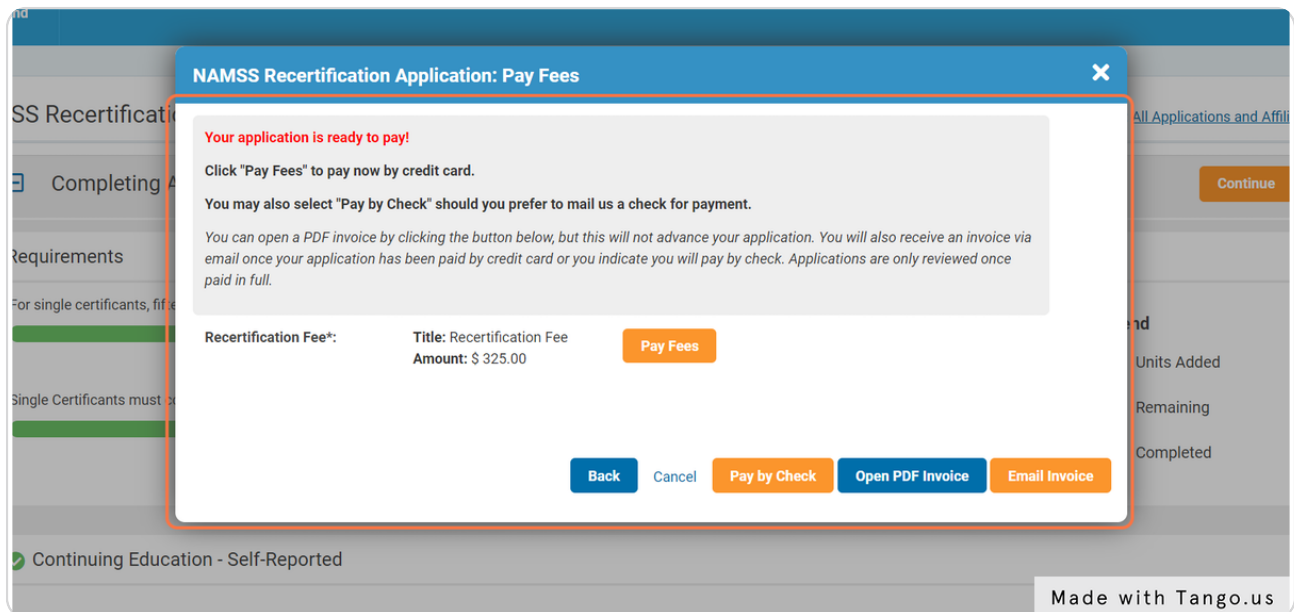
### Click on "Continue"



## STEP 22

### You are now ready to complete your recertification payment.

You may pay by credit card or check. Please note that selecting "Open PDF Invoice" will NOT advance your application.



## STEP 23

Select "Pay Fees" to pay by credit card.

*clicking the button below, but this will not advance your application. You will also receive an invoice via email once your application has been paid by credit card or you indicate you will pay by check. Applications are only reviewed once paid in full.*

**Title:** Recertification Fee  
**Amount:** \$ 325.00

**Pay Fees**

[Back](#) [Cancel](#) [Pay by Check](#) Made with Tango.us

## STEP 24

To pay by check, select "Pay by Check".

Please note that selecting "Open PDF Invoice" will NOT advance your application.

**Your application is ready to pay!**

Click "Pay Fees" to pay now by credit card.

You may also select "Pay by Check" should you prefer to mail us a check for payment.

*You can open a PDF invoice by clicking the button below, but this will not advance your application. You will also receive an invoice via email once your application has been paid by credit card or you indicate you will pay by check. Applications are only reviewed once paid in full.*

Recertification Fee\*: **Title:** Recertification Fee  
**Amount:** \$ 325.00 **Pay Fees**

[Back](#) [Cancel](#) [Pay by Check](#) [Open PDF Invoice](#) [Email Invoice](#)

[All Applications and...](#)

[Pay Fees](#)

Recertification Fee\*

Awaiting Payment

Requirements

Single certificants, fifteen

Continuing Education - Self-Reported

36 of 30

Completed

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## STEP 25

**Upon selecting to pay by check, your recertification status will change to "Awaiting Check Payment."**

Please note your recertification application will not be reviewed until your payment is received. To check on the status of a check payment, please email [info@namss.org](mailto:info@namss.org) with the check number and date of payment.

The screenshot shows the 'Affiliations' section of the NAMSS Recertification Application. The title is 'NAMSS Recertification Application (12/02/2019 to 12/01/2020)'. Below the title, there is a status bar with a plus icon, a minus icon, the text 'Awaiting Check Payment' (highlighted with an orange box), a book icon, and a print icon. Below the status bar, there is a 'Requirements' section with a dropdown arrow. The text below 'Requirements' reads: 'For single certificants, fifteen (15) of thirty (30) required hours must be NAMSS approved credits'. A green progress bar is at the bottom, and the text 'Made with Tango.us' is in the bottom right corner.

## STEP 26

**Any pre-approved NAMSS credits will be automatically accepted.**

The screenshot shows a list of credits under the 'Continuing Education - Self-Reported' and 'Continuing Education - Pre-Approved' sections. The 'Continuing Education - Self-Reported' section has a table with columns: Credit Type, Name, Date, Credits, and Submitted. The 'Continuing Education - Pre-Approved' section has a table with columns: Credit Type, Name, Date, Credits, and Accepted. The 'Accepted' column shows 'Accepted' with a green checkmark and a dropdown menu. A red box highlights the 'Continuing Education - Pre-Approved' section. A green progress bar is at the bottom, and the text 'Made with Tango.us' is in the bottom right corner.

Credit Type	Name	Date	Credits	Submitted
Non-NAMSS Approved	Example Activity	7/8/2022	1	Submitted
Non-NAMSS Approved	test	7/5/2022	15	Submitted

Credit Type	Name	Date	Credits	Accepted
NAMSS Approved	"What we have learned from the Pandemic and other disasters"	1/9/2021	2	Accepted
NAMSS Approved	"Multi-Level Critical Analysis of Appointments and Reappointments: Avoiding the One Who Could Slip Through"	9/11/2021	2	Accepted
NAMSS Approved	2020 NAMSS Virtual Conference	7/24/2020	6	

## STEP 27

**Any CE credits, NAMSS approved and non-NAMSS approved, reported under "Continuing Education – Self Reported" are NOT automatically accepted.**

36 of 30

Completed

Continuing Education - Self-Reported

Credit Type	Name	Date	Credits	
Non-NAMSS Approved	Example Activity	7/8/2022	1	Submitted
Non-NAMSS Approved	test	7/5/2022	15	Submitted

Continuing Education - Pre-Approved

Credit Type	Name	Date	Credits	
NAMSS Approved	"What we have learned from the Pandemic and other disasters"	1/9/2021	2	Accepted
NAMSS Approved	"Multi-Level Critical Analysis of Appointments and Reappointments: Avoiding the One Who Could Slip Through"	9/11/2021	2	Accepted

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## STEP 28

**If you elect to pay by check, please submit payment to the address below:**

the One Who Could Slip Through"

NAMSS Approved	2020 NAMAMSS Virtual Conference	7/24/2020	6	Accepted
NAMSS Approved	27th NJSAMSS Annual Education Conference	4/23/2020	10	Accepted

Awaiting Check Payment

You chose to pay by check. Your application will not be reviewed until we receive and process your check payment.

You will receive an invoice to your email address on file.

Please send checks to:

NAMSS  
8658 Solution Center  
Chicago, IL 60677-8006

If you would rather pay by credit card, please select the [...] button and 'Pay by Credit Card'.

NAMSS Customer Support | NAMSS CE Program Accreditation Resources

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Mon, 23 May 2022 14:19:17 Version: 11.0.5 Revision: 58627af8e2

Site Map

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## STEP 29

**If you wish to pay by card instead, please select the [...] button and "Pay by Credit Card".**

Note: If you are submitting your application after December 1st, we STRONGLY recommend paying by card to ensure your application is processed before the holidays.

### Awaiting Check Payment

You chose to pay by check. Your application will not be reviewed until we receive and process your check payment.

You will receive an invoice to your email address on file.

Please send checks to:  
NAMSS  
8658 Solution Center  
Chicago, IL 60677-8006

If you would rather pay by credit card, please select the [...] button and 'Pay by Credit Card'.

[NAMSS Customer Support](#) | [NAMSS CE Program Accreditation Resources](#)

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