NAMSS Recertification Application Instructions

29 Steps  View on Tango
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.

STEP 4

Select "Add CE Activity"
STEP 5

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

STEP 6

Click on Search
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.

STEP 8

After finding your pre-approved activity, click "Select" to begin adding your information.
STEP 9

Upload your supporting CE certificate.

STEP 10

Click on Submit (Complete Successfully – orange)
STEP 11

Pre-approved activities will be automatically accepted.

STEP 12

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

STEP 16

Click on "Submit"
STEP 17

Repeat these steps until the green meters are full.

STEP 18

Once you have uploaded the required number of CE's, the green meters will be full.
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.

STEP 24

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

Please note than selecting "Open PDF Invoice" will NOT advance your application.
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 with the check number and date of payment.

STEP 26

Any pre-approved NAMSS credits will be automatically accepted.
STEP 27

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

STEP 28

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

- NAMSS Approved 2020 NAMSS Virtual Conference
  
- NAMSS Approved 27th NJSAMSS Annual Education Conference
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.