Renewing an NAAEI Credential in PACE

1. Log in here: [https://my.naahq.org](https://my.naahq.org)
2. Click on “My Education Institute.” This will land you on the PACE portal.

3. You will see your PACE welcome screen. First-time logins will be required to validate their profile information. The system will prompt you to update your profile before displaying the portal home screen. Click “Continue” to begin.

*Note: if you are not able to access your PACE account, return to the Personal Snapshot page and click “Edit My Profile.” Confirm that you have checked the “Check here for credential PACE access” box. You cannot access the portal unless this box is checked.*
4. Verify that your profile information is correct and click Update. If updates are needed, return to the NAA Profile page. If updates aren’t needed, click “Continue.”

5. After you’ve updated your profile, you’ll see a confirmation message.
6. Click on “Home” to view your portal home page. There, you can submit a credential renewal application, pay your renewal fee/s, and submit continuing education credits (CECs.)

7. The PACE portal home screen is displayed below.
8. Scroll down to the “Credentials Earned” tile. To begin your renewal application, click on the link that corresponds to the credential you hold (Standard, or Emeritus). Note: You can submit CECs as you earn them via the “Submit CEC Activities” link pictured below. They will be stored and applied to your renewal application after the renewal fee has been paid. For instructions on how to submit CECs, please begin at Step 14 below.

Note: The credential renewal link will appear beginning 90 days before the credential renewal deadline. Before that date you may submit CEC activities but you will not be able to pay the renewal fee.

9. Read the information at the top of the page and select whether you’d like to be included in the public credential directory by selecting the appropriate radio button and clicking “Continue.”
10. Review the displayed text, check the box next to “I agree to the attestations above”, and click “Continue.”

If I receive a provisional certificate, I certify I will submit the required documentation to validate my professional experience that NAAEI will only grant me a full certificate upon validation of my professional experience. If granted a full certificate, an official listing of certificate holders as maintained by NAAEI. By signing below, I authorize NAAEI staff and any appropriate to make all inquiries and investigations they, in their sole discretion, deem necessary to verify my credentials, professional information included in or submitted with my credential application.

I expressly acknowledge and agree that any information accumulated by NAAEI through the credential application process research, and evaluation purposes and NAAEI may enter into agreements to release anonymous and aggregate data to e researchers at their sole discretion and without additional notice to me or acknowledgment by me. Otherwise, subject to all information will be kept confidential and shall not be used for any other purposes without my permission. I hereby certify on and with this application is true, complete, and correct. I further attest any misstatement of material fact submitted or this application for an NAAEI certificate shall be sufficient cause for NAAEI to bar me from taking this and future NAAEI ce and invalidate the results of my examination; withhold this or other NAAEI certificates; revoke this or other NAAEI certificates; action against me, including, but not limited to notifying my employers.

I understand if my certificate record is audited, I will be required to submit documentation to support the information in. I understand if I fail to submit supporting documentation, NAAEI can bar me from taking this and future NAAEI certificate results of my examination; revoke this or other NAAEI certificates; and take other disciplinary action against me, including my employers.

NAAEI credential marks indicate that credential holders have met the initial and ongoing certification requirements (as applicable by NAAEI credential holders as a distinctive visual symbol of a NAAEI credential that can be easily recognized by professionals and clients. In essence, credential holders should use this mark as a seal of quality and integrity, as it is a representation of professionalism that distinguishes credential holders from other industry professionals. The use of a NAAEI credential shall be reserved for credential holders who have maintained the required renewal of their certification (as applicable) and whose rights to use the NAAEI certificates can be renewed through various continuing education credits (CECs). Certificate renewal is required for credentials. If you do not review your NAAEI certificate, your credential is considered inactive. Information about the use available at www.naahq.org/renew-credential.

☐ I agree to the attestations above.
11. You will see a summary of your renewal application. Click “Add to Cart.”

12. You will be taken to the cart and shown your renewal fee. To continue with the renewal fee payment, click “Checkout.”
13. You will see the Checkout page. Fill in your payment information, then scroll to the bottom of the page, check the “I’m not a Robot” checkbox, and click “Submit” to pay.

Note: Your credential renewal application is not complete until you have submitted both the renewal fee and the required CECs.
Submitting Continuing Education Credits (CECs)

14. To submit CECs as you earn them (continuing from step 8) scroll down to the Credentials Earned tile and click the “Submit CEC Activities” link pictured below. The CECs will be stored and applied to your renewal application after the renewal fee has been paid.

15. On the next page, you will see any credentials you have earned, the eligible CEC window, and the number of required and applied CECs. Click “Add CECs” to upload new activities.
16. Read the instructions at the top of the “CEC Activities” page and complete all required fields. All fields are required, including the document upload, except “Course/Activity End Date.” When finished, click “Continue.”
17. You will see the CECs you just added in the “CEC Activities” section of the next page. You may edit or delete your submissions at any time prior to the renewal application being completed. To submit multiple CECs, return to step 15 above, until you’ve submitted all your CECs.

Note: once your renewal application is submitted, any CEC activities that have been applied to that renewal will disappear from the CEC Activities list.