Renewing an NAAEI Credential in PACE

1. Log in here: **https://my.naahq.org**
2. Click on "My Education Institute." This will land you on the PACE portal.
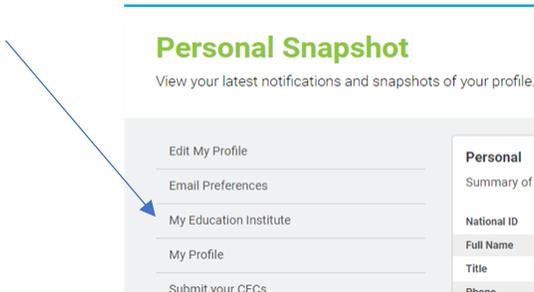
3. You will see your PACE welcome screen. First-time logins will be required to validate their profile information. The system will prompt you to update your profile before displaying the portal home screen. Click "Continue" to begin.

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.
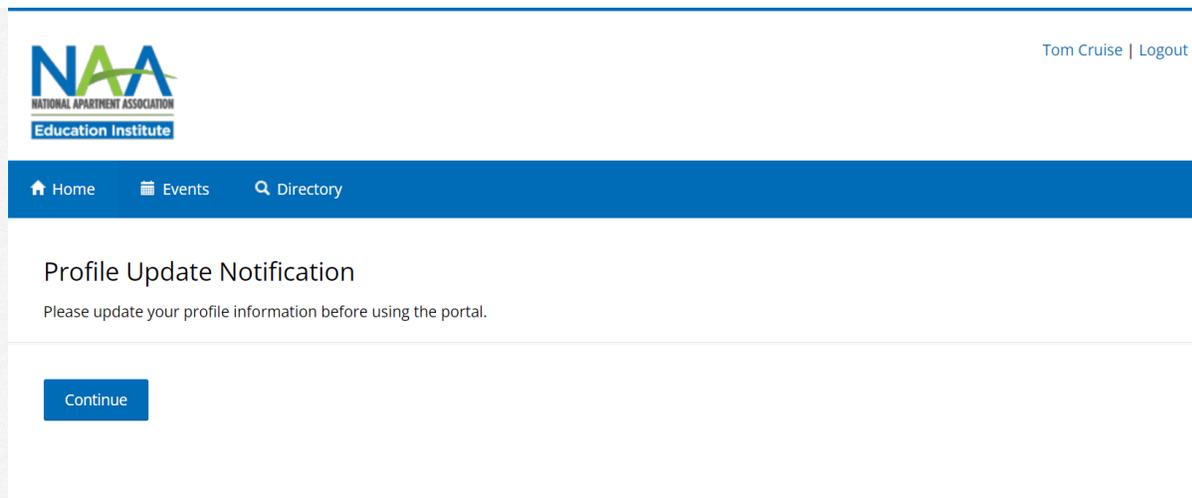
4. Verify that your profile information is correct and click Update. If updates are needed, return to the NAA Profile page. If updates aren't needed, click "Continue."

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.)
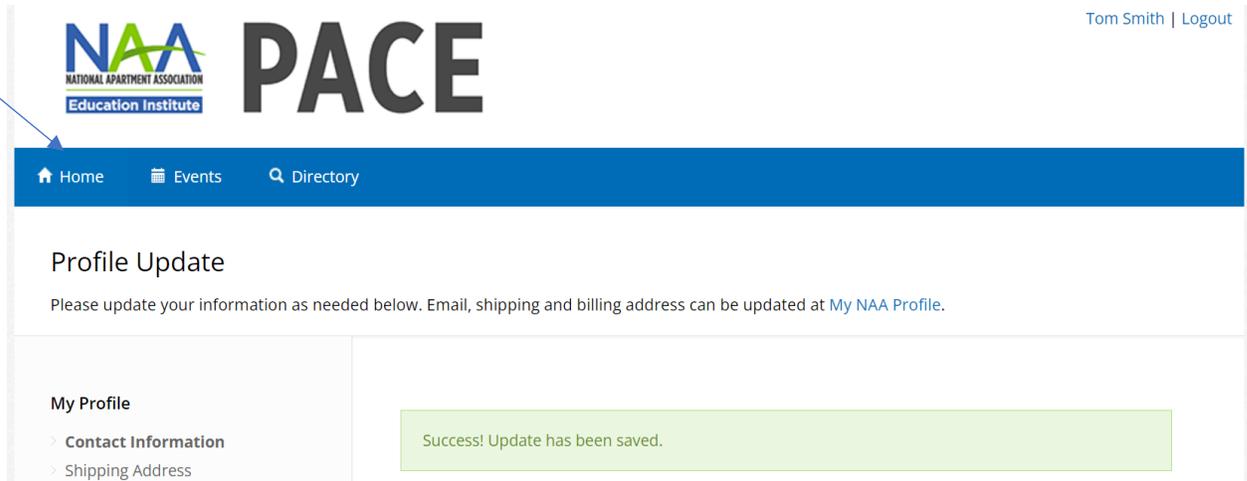
7. The PACE portal home screen is displayed below.
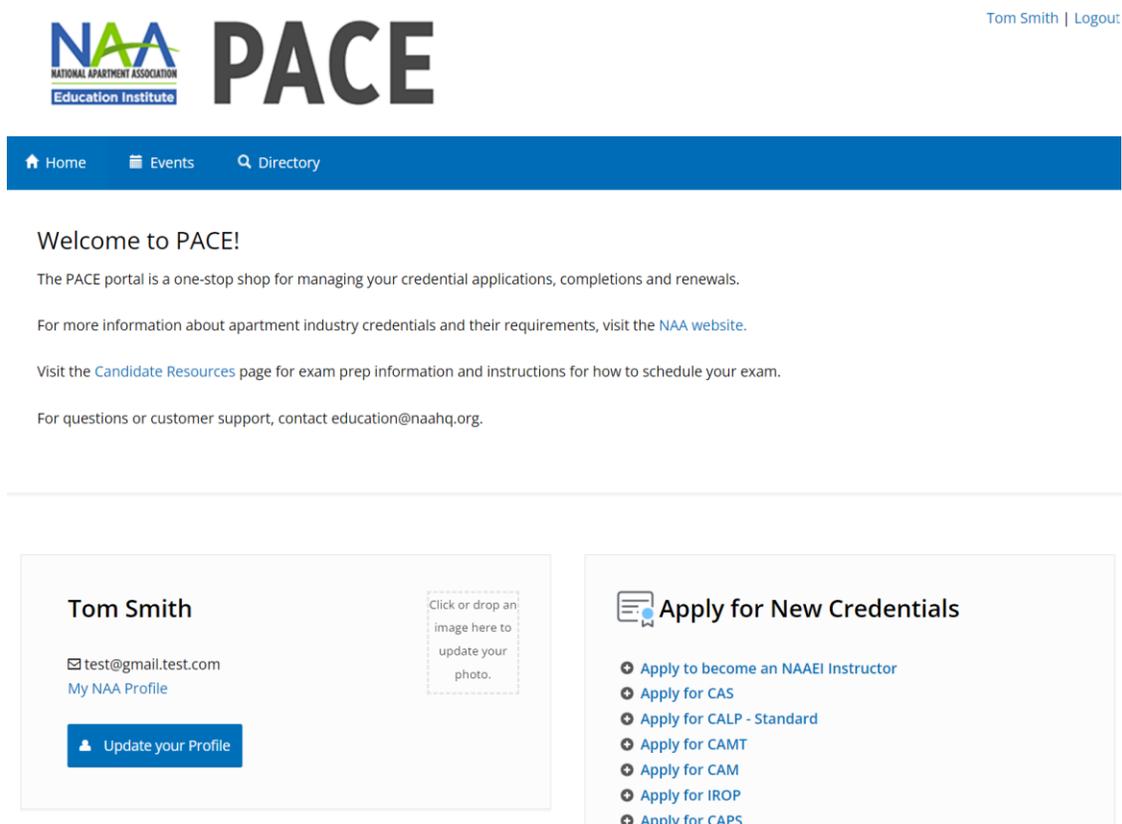
8. Scroll down to the "Credentials Earned" tile. To begin your renewal application, click on the link that corresponds to the credential you hold (Standard, or Emeritus). Note: You can submit CECs as you earn them via the "Submit CEC Activities" link pictured below. They will be stored and applied to 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."
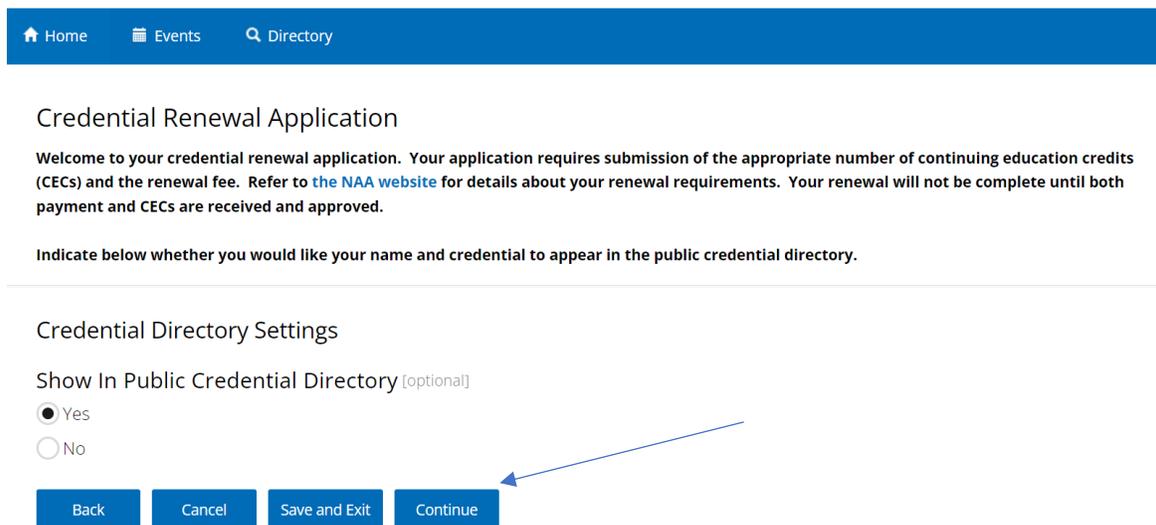
[Type here]

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 experien that NAAEI will only grant me a full certificate upon validation of my professional experience. If granted a full certificate, n 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, professiona information included in or submitted with my credential application.

I expressly acknowledge and agree that any information accumulated by NAAEI through the credential application proces 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 ce 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 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 understand if I fail to submit supporting documentation, NAAEI can bar me from taking this and future NAAEI certificate e 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 ap is used by NAAEI credential holders as a distinctive visual symbol of a NAAEI credential that can be easily recognized by e professionals and clients. In essence, credential holders should use this mark as a seal of quality and integrity, as it is a re professionalism that distinguishes credential holders from other industry professionals. The use of a NAAEI credential sh credential holders who have maintained the required renewal of their certification (as applicable) and whose rights to use suspended or revoked. The credential mark may not be altered or modified in any way. It should not be used as any part NAAEI certificates can be renewed through various continuing education credits (CECs). Certificate renewal is required fo 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.

[Back] [Cancel] [Save and Exit] [Continue]

11. You will see a summary of your renewal application. Click "Add to Cart."

Home   Events   Directory

Renewal Application

Please review your application below. If everything looks correct, please click 'Add to Cart.'

Certification Type

CAM Renewal (Standard)

Show In Public Credential Directory

Yes

| Back | Cancel | Save and Exit | Add to Cart |

Application Type

CAM Renewal Fee

12. You will be taken to the cart and shown your renewal fee. To continue with the renewal fee payment, click "Checkout."

Home   Events   Directory

Shopping Cart

Please review your cart below. To add or remove class materials, return to the Upcoming Classes page to edit the roster. Click Checkout on the right hand side to enter payment information.

CAM Application

$100.00

Term: December 31, 2023 to December 31, 2024

Coupon Codes

You don't have any coupons.

Apply

Order Summary

Subtotal:	$100.00
Discount:	$0.00
Tax:	$0.00
Order Total:	**$100.00**

Checkout

[Type here]

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.
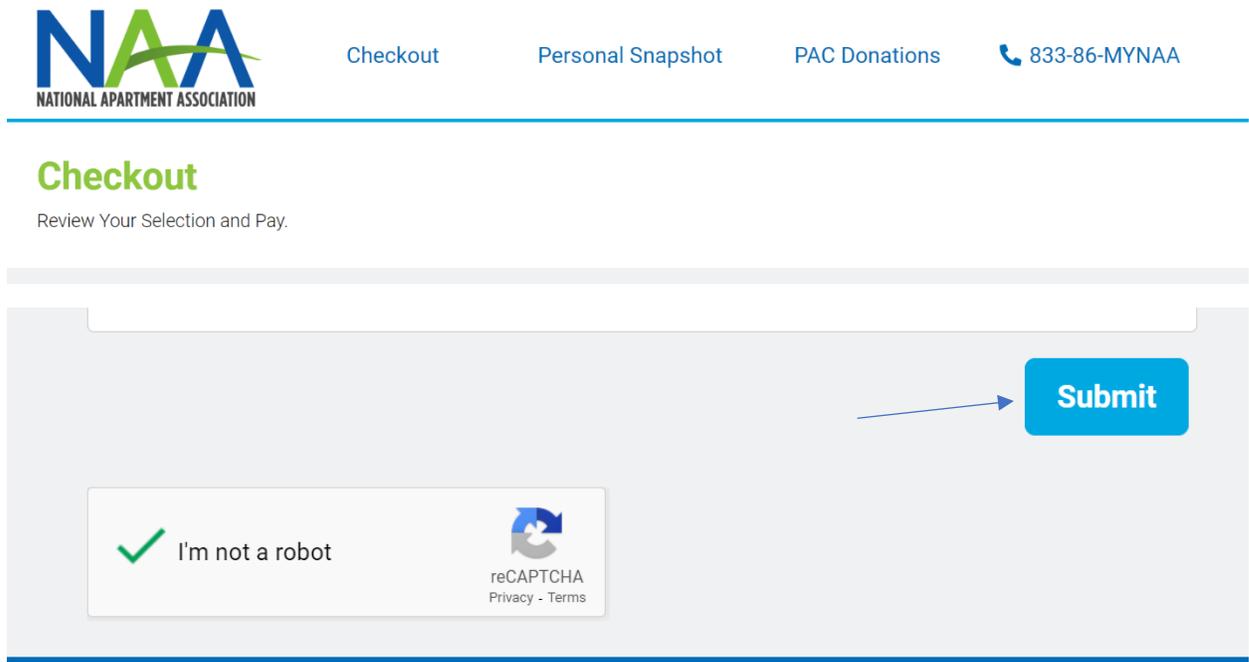
Note: Your credential renewal application is not complete until you have submitted both the renewal fee and the required CECs.

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.
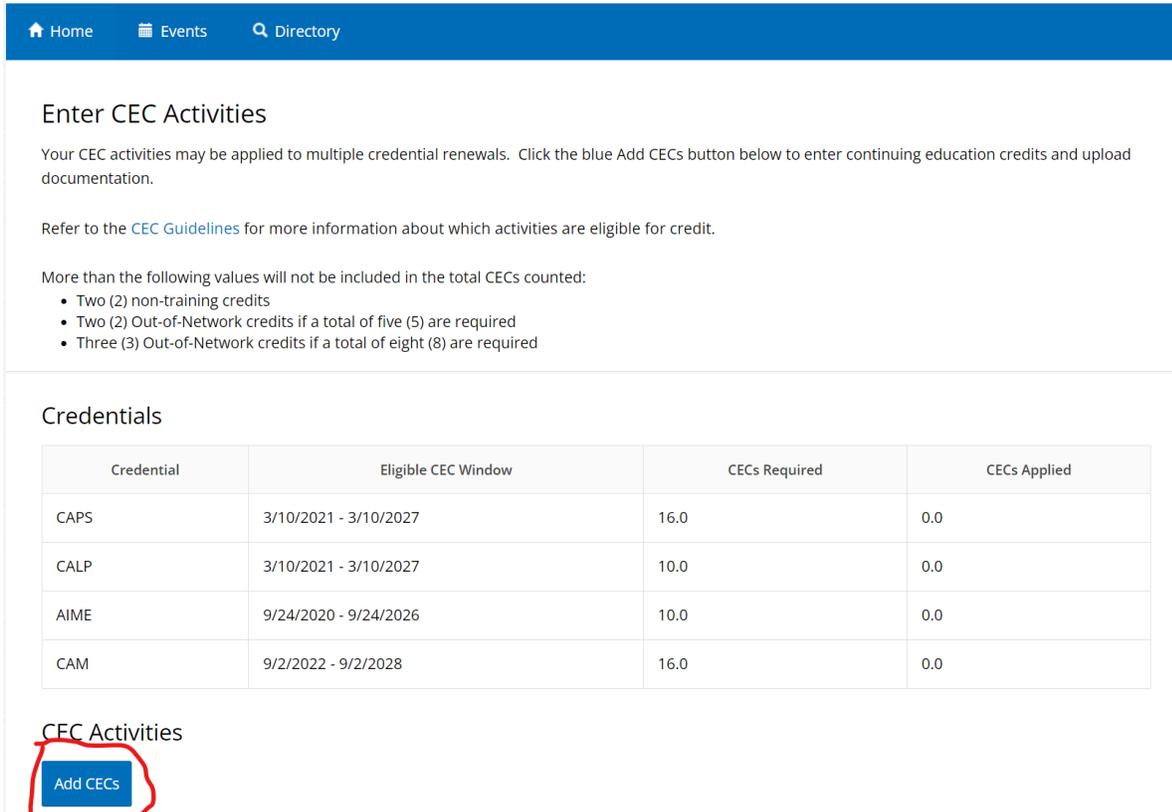
Credentials Earned

CAM | Active
- Earned - 1/31/2024
- Valid Until - 12/31/2023

☑ Apply for CAM Renewal (First Time Emeritus)
☑ Apply for CAM Renewal (Standard)
Submit CEC Activities

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.

| 🏠 Home | 📅 Events | 🔍 Directory |

Enter CEC Activities

Your CEC activities may be applied to multiple credential renewals. Click the blue Add CECs button below to enter continuing education credits and upload documentation.

Refer to the CEC Guidelines for more information about which activities are eligible for credit.

More than the following values will not be included in the total CECs counted:
- Two (2) non-training credits
- Two (2) Out-of-Network credits if a total of five (5) are required
- Three (3) Out-of-Network credits if a total of eight (8) are required

Credentials

Credential	Eligible CEC Window	CECs Required	CECs Applied
CAPS	3/10/2021 - 3/10/2027	16.0	0.0
CALP	3/10/2021 - 3/10/2027	10.0	0.0
AIME	9/24/2020 - 9/24/2026	10.0	0.0
CAM	9/2/2022 - 9/2/2028	16.0	0.0

CEC Activities

Add CECs

[Type here]

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."

CEC Activities

Enter your continuing education credit activity here. Upload documentation of your activity and indicate whether it is in-network or out of network. Refer to the CEC Guidelines for more information about which activities are eligible for credit.

Acceptable forms of CEC documentation include a certificate of completion, a signed CEC Reporting Form, a Visto transcript, a letter confirming participation on a board or committee, or a copy of a published article. Receipts indicating purchase and spreadsheets are not accepted.

Course/Activity Name

Course/Activity Name is a required field.

Activity Type

Activity Type is a required field.

Training/Activity Provider

Training/Activity Provider is a required field.

Course/Activity Start Date

Course/Activity Start Date is a required field.

Course/Activity End Date [optional]

CECs Earned

2.0

Source

Source is a required field.

Document Upload

+ Add Files...

Document Upload is a required field.

Cancel   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.

Enter CEC Activities

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CEC Activities

Add CECs

Name	Type	Source	Course/Activity Start Date	Amount	Edit	Delete
test CEC	Training	In-Network	2/1/2024	2.0	Edit	Delete

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

[Type here]