• Login in to the Recertification page [http://www.asatt.org/certification/recertification-form](http://www.asatt.org/certification/recertification-form)

• Once logged in your contact information will populate the form. Make sure all required cells are filled.
• Scroll down to the program details section and enter CE’s. Make sure to list the date the CE’s were earned, the name of the CE or Program, Click if a certificate was issued or other documentation, list the number of CE’s earned and upload supporting certificates or documents. Click “Add Another” for each entry.

• Once you are done entering CE’s click “Submit Request”
- That will take you to the credit card payment form. After entering the credit card information click “Continue to Pay Online”.
• If payment was successful you’ll receive a confirmation screen that payment was received and your submission has been sent to the Recertification Committee for review. (This does not mean you have been approved only that its under review)