

Recertifications 101



What is needed to Recertify?

Student Courses:

- Complete CDEs for all years
- Payment (Complete payment or upload valid PO)
- Recertification Quiz within 8 months of expiration.

Instructor Courses:

- Complete CDEs for all years
- Complete instructing hours for all years
- Agency Instructor Agreement Form
- Payment (Complete payment or upload valid PO)
- Recertification Quiz within 8 months of expiration.

EMD:

- All of the above, plus
- Current CPR card

See apointl.org/training/recertification/ for specifics

How do I recertify?

1. Go to apointl.org/MyAPCOTraining -> My Recertifications to see what you need
 2. Enter your coned into My Classes Taken and My Classes Instructed.
Year 1 = first year after certification
Year 2 = second year after certification
ex. Certified July 15, 2019
- | | | |
|--------|-----------|-----------|
| Year 1 | 7/16/2019 | 7/15/2020 |
| Year 2 | 7/16/2020 | 7/15/2021 |
3. Complete a Recertification Quiz within 8 months of expiration date. Must upload certificate.
 4. Complete Agency Instructor Agreement Form
 5. Other Specific Requirements
 6. Process Recertification online
 7. Submit Payment

Where can I get help?

1. Watch the video:



2. Click here to learn specific requirements by discipline

<https://www.apointl.org/training-and-certification/recertification/>

3. Click here to learn more about the process:

<https://www.apointl.org/training-and-certification/recertification/#process>

More questions? Contact recerts@apointl.org

What My Recertification Page means:

CTO-R 6

Expires On: 09-01-2024

[Click Here to Recertify](#) [Run ConEd Report](#)

The blue recertify button will appear ▲ when you have all requirements checked ▲ Provides a list of classes you have taken or entered into My Classes Taken

CDE Hours – Year 1	Year 1 starts on the day you complete the class	✓
CDE Hours – Year 1	Year 2 starts on day 365 after your class	✓
CTO Recert. Quiz	Must be within 8 months and uploaded in My Classes Taken	✓

PST-R 7

Expires On: 04-03-2024

[Run ConEd Report](#)

The X's will change to checks as you complete requirements

CDE Hours – Year 1		✓
CDE Hours – Year 1		✓
PST7 Recert. Quiz		✗

Enter Continuing Education in My Classes Taken

Enter classes taught in My Classes Taught (if required)

Sign the Agency Instructor Agreement form (if required)

Complete and upload the Recertification Quiz (if required)

Update any required professional certifications (CPR, EMT, etc.)

Secure payment

Complete the online process below