# **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 apcointl.org/training/recertification/ for specifics

# How do I recertify?

- Go to apcointl.org/MyAPCOTraining -> My Recertifications to see what you need
- 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?

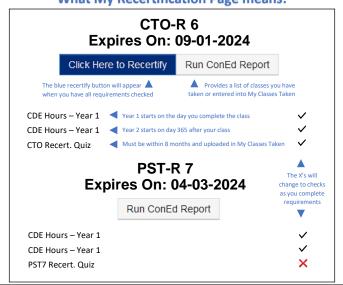
Watch the video:



- Click here to learn specific requirements by discipline https://www.apcointl.org/training-and-certification/recertification/
- 3. Click here to learn more about the process: https://www.apcointl.org/training-andcertification/recertification/#process

More questions? Contact recerts@apcointl.org

## **What My Recertification Page means:**



Enter Continuing Education in My Classes Taken Enter classes taught in My Classes Taught (if required)

Sign the Agency Instructor Agreemetn form (if required) Complete and upload the Recertification Quiz (if required) Jpdate any required professional certifications (CPR, EMT, etc.)

Secuure payment

Complete the online