

# Reinstatement Exam 101

Review Requirements

Take the Exam

Upload the Exam

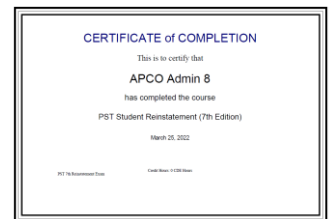
Verify the Upload

## What are the requirements?

- A reinstatement exam is required after ninety-one (91+) days of expiration.
- The reinstatement exam must be completed within 365 days of expiration.
- There is a two-week self-study reinstatement course to prepare one for the reinstatement exam.
- An incomplete reinstatement exam or no reinstatement exam will require completion of the full course at full cost.

## Take the Reinstatement Exam:

1. Log into: [APCO Institute Online: Search results \(remote-learner.net\)](#)
2. Read through the reinstatement requirements.
3. Complete pre-exam self-study course.
4. Upon completion, scroll to the bottom of the results page and click "Certificate of Completion".
5. Click Get your certificate and download it.



## Upload the Reinstatement Exam:

1. Go to [Training Central](#)
2. Click on "[My Classes Taken](#)"
3. Click on the [Add Continuing Education +](#) button.
  - Coned Type = Reinstatement Exam
  - Title = enter the title of the course (i.e. PST Instructor Reinstatement Exam)
  - Start Date = date completed the exam
  - End Date = re-enter the date of completion
  - Click the check box verifying information
4. Click the [Upload Documentation](#) button.
  - Certificate Type = Reinstatement Exam
  - Effective Date = Date on the Certificate
  - Choose the file to upload
  - Click the check box verifying information
5. Click Save.

## Verify your Reinstatement Exam is uploaded:

1. Click on "[My Classes Taken](#)"
2. Scroll down to the Recert Quiz & Reinstatement Exam section
3. Find the current Reinstatement Exam in question
4. Open the arrow on the left.
5. Your quiz will show there.
6. Click the Print link to see what was uploaded.
7. Click the Add button if there is no quiz.
8. **Ensure the reinstatement exam is for the correct discipline and has a current date on it.**

Recertification Request

Prerequisite Screening

Payment Verification

Final Approval

Certificate Approved & Ready to Print