

## When you are ready to recertify

**ASATT Members who have all their CE's on file in the database, and would like to pay with a credit card can do so online starting November 1st.**

- Login and go to the **Membership** tab and click on **Profile**
- Once in your profile scroll down to your certification information, if you have all your CE's on file and are due to recertify, you'll see a button **You can recertify today** and a button with the recertification fee. Click on that
- Enter your credit card information, and hit submit. You'll get a thank you for recertifying screen, and the payment receipt will be emailed along with a recertification letter.

### **If submitting a check or need to submit CE's**

- Print the [recertification application](#) form and proceed to completely fill out the application.
- [Members Login](#) and print off your recertification information. Go to the **Membership** tab and click on **Profile**, print ASATT profile. You must submit a copy of your information regardless of whether or not you have earned CE's through ASATT sponsored events.  
**Non-Members Submit form with proof of CE's**
- Enclose the recertification application form, a copy of your recertification information from the database, proof of the remaining CE's (if you don't have the required 20 or 30 CE's on the database), and correct payment for recertification. If you are mailing your packet after December 31st, be sure to include the late payment fee.

### An FYI

1. Members: review the CE's we have on file for accuracy for those ASATT sponsored events that you attended:
  - a. If you have the needed CE's on file.
  - b. If you do not have the 20 (Cer.A.T.) or 30 (Cer.A.T.T.) CE's needed to recertify, you will need to submit certificates or sign-in sheets for the remaining CE's needed.
2. Verify that you have a minimum of 15 (Cer.A.T.) or 25 (Cer.A.T.T.) CE's from Category 1.
3. Category II – you may submit only 5 CE's from this category; regardless if you are a Cer.A.T. or Cer.A.T.T.
4. Make check or Money Order out to ASATT for the correct amount (member versus non-member fees) and any applicable late fees .
5. While ASATT grants an extension (January 31<sup>st</sup>), your employer may adhere to the December 31<sup>st</sup> expiration date. Depending on when you submit your packet, the process may take 2 to 6 weeks to complete. We suggest that you not wait until the last minute to submit your application, especially if your employer requires you to maintain your certification as a condition of employment.
6. Recertification fees are non-refundable.

