

## Tips To A Successful Recertification

### Do's:

1. Submit only the required information.
2. Check the appropriate certification designation for which you are applying (the certification designation that was awarded to you by ASATT, not your job title).
3. Keep copies of all documentation submitted.
4. Submit a complete packet with the correct fees.
5. Keep abreast of changes to the recertification process by referencing the Sensor or ASATT Recertification website page.
6. Know when you are due to recertify.
7. Keep your contact information current. Members of ASATT can log into the member site and make necessary changes (be sure to click the save button!). Non-members will need to contact Customer Care at ASATT HQ's to have their information changed.

\*Note: ASATT is not responsible for ensuring that individuals who use their employers address will receive pertinent information.

### Dont's:

1. Do not submit:
  - a. Certificate of Certification
  - b. Exam score report
  - c. Membership card
  - d. Letters of recommendation
  - e. Credit Card Numbers or social security numbers
  - f. Confirmation of registrations to conferences
  - g. Meeting minutes
  - h. Dinner Invitations
  - i. Annual employer competencies
  - j. Equipment manuals
  - k. Submit certificates of the CE's already on your ASATT Certification database.
  - l. Submit CE's outside of your recertification cycle.
  - m. Letters with generalized statements that the individual earned xx of CE's.
2. Submit your packet prior to November 1<sup>st</sup>.
3. Take the advice of a supervisor, colleague, regional directors, vendors or ASATT HQ staff that a course will fulfill the recertification requirements.
4. Download and save the recertification application to your computer. From time to time, these documents are updated. Be sure you use the current forms!
5. Wait to the last minute to submit your application for recertification!