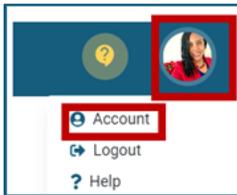




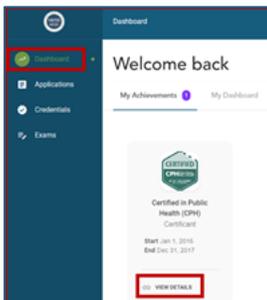
CPH RECERTIFICATION INSTRUCTIONS

Below are instructions on how to **update your contact information and submit your CPH Recertification Application**:

1. Log in NBPHE's [CertCentral Portal](#).
2. Click on the “Circle Profile Icon” located on the top right-hand corner of your Dashboard and select “Account” to update your mailing address and/or email.



3. To apply for your CPH recertification, click on “Dashboard” to the left and select “View Details.”



4. The “Recertification Progress Bar” shows the total number of credits required to recertify. As a reminder, you need to report 30 credits for every 2-year recertification cycle. Additional credits will be required if you have gone over your original deadline.



5. To view historical recertification credits submitted, click on “View Search Options,” then select “Recertification Activity” under Category, select “All” under Cycle, and click “Search.” **Note:** You are also able to view credits by 2-year cycles.

The screenshot shows the 'Certification Dashboard' for a user certified in Public Health (CPH) from 02/07/2025 to 02/06/2027. The dashboard includes a 'Recertification progress' indicator showing 0 out of 30 credits overall. Below this, there are buttons for 'View certificate', 'View digital badge', and 'Report recertification credits'. A yellow banner indicates that recertification is not yet allowed until 02/06/2025. The 'My Earned Recertification Credits' section features an 'Export to Excel' button and a 'View search options' button. The search filters are set to 'Recertification Activity' for the Category and 'All' for the Cycle. A 'Search' button is also present.

6. Click on “Report Recertification Credits” to report activities to recertify.

This screenshot is similar to the previous one, showing the 'Certification Dashboard' for the same user. The 'Report recertification credits' button is highlighted with a red box, indicating the next step in the process. The 'Recertification progress' indicator remains at 0 out of 30 credits.

7. Enter the Start Date for the first activity and select “Recertification Activity” under category.

The screenshot shows the 'Applying for CPH Recertification Credit Reporting' form. The status is 'In progress'. There are 'Print', 'Save', and 'Submit' buttons. The main heading is 'Report Your Recertification Credits'. Below this, there is a paragraph of instructions: 'Click the **Submit** button to add your recertification credits to your certification. The **Save** button allows you to save and return to this request, but does not add the credits to your certification. Begin reporting your credit activities below. To learn about the recertification process and review the Activity Credit Guide, visit <https://www.nbphe.org/stay-certified/>. You must enter a detailed description of the activity.' The 'Start date of activity' field is set to 01/01/2025, and the 'Category' is set to 'Recertification Activity'. Both the date and category fields are highlighted with red boxes.

8. Select the “Activity” from the dropdown. The system will provide guidance on the number of hours that can be reported per activity type. Enter the “Completion Date.”

The screenshot shows a form with the following elements:

- A dropdown menu labeled "Activity" with "Webinar Participation" selected and highlighted by a red box.
- A blue informational box titled "Guidance for Activity Type" with "Webinar Participation" and the text "1 CPH credit per 1 hour, up to 8 hours per day. If the number of hours is less than a full hour, round the hours up or down to the nearest whole number. Example: 6.3 rounds to 6 and 6.5 rounds up to 7." A red arrow points to this box.
- A date picker labeled "Completion date of activity" with "01/01/2025" selected and highlighted by a red box.

9. Enter the “Name,” the “Provider Name,” provide detailed description of the activity, and input the number of credits. Click on “Add Another” to add additional activities to report in one application. Once done, select “Submit.”

The screenshot shows a form with the following elements:

- A text input field labeled "Name" with a red box around it.
- A text input field labeled "Provider name" with a red box around it.
- A text input field for a short description of the activity with a red box around it.
- A text input field labeled "Recertification Credits" with a red box around it.
- A button labeled "Add another +" with a red box around it.
- At the bottom, there are two buttons: "Save" and "Submit", with "Submit" highlighted by a red box.

10. Once all required credits are reported, you will see your progress status change to “Recertification Ready.” Click on “Apply for Recertification” option.

The screenshot shows a "Certification Dashboard" with the following elements:

- A header "Certification Dashboard" and a sub-header "My certifications".
- A card showing "Certified in Public Health (CPH)" with a date range "12/18/2022 - 03/31/2025".
- A "Recertification progress" section showing "100 OUT OF 30 CREDITS (OVERALL)" and a green button labeled "Recertification ready" with a red box around it.
- A row of buttons: "Report recertification credits", "Apply for Recertification" (highlighted with a red box), "View certificate", and "Copy public link".

11. Make sure there's a checkmark under the "Include" column next to all credits you are reporting with your application, enter your credit card information, click on "Complete Payment," and make sure to click on "Submit" for your application to be submitted for review.

Applying for
CPH Recertification Application

Status: In progress

Introduction Recertificati...

Print Save Submit

Recertification Credits and P...

Recertification Credits are automatically tracke
If you have missed your recertification cycle, s

Reported Recertification Credits
Included credits total: 100 (Mi

Include	Completed On
<input checked="" type="checkbox"/>	09/01/2024

Voucher code
Voucher code

Application cost: \$95

Credit or debit card
Card number

zip

Complete payment

← Save Submit

NOTE: If you have any questions or need assistance with updating your information or applying for your CPH recertification, please do not hesitate to contact NBPHE staff at info@nbphe.org.

Thank you for your continued commitment to public health. We look forward to staying connected with you!