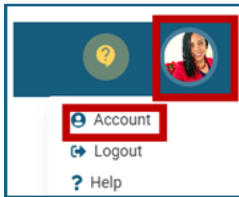# CPH REINSTATEMENT INSTRUCTIONS

Below are instructions on how to **update your contact information and submit your CPH Reinstatement 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. Click on "Dashboard" to the left and select "View Details."
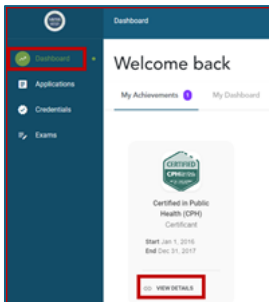
4. The "Recertification Progress Bar" shows the total number of credits required to reinstate. As a reminder, you need to report 30 credits for every 2-year recertification cycle. Additional credits are required since you have gone over the original deadline.

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.

6. Click on "Report Recertification Credits" to report activities to reinstate.

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

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."

9. Enter the "Name," the "Provider Name," provide a short, but 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."

10. Once you have reported all the required credits, you can now apply to Reinstate! Click on "Applications," then "My Applications," select "Apply Now," and click on "Apply" next to the CPH Reinstatement Application.
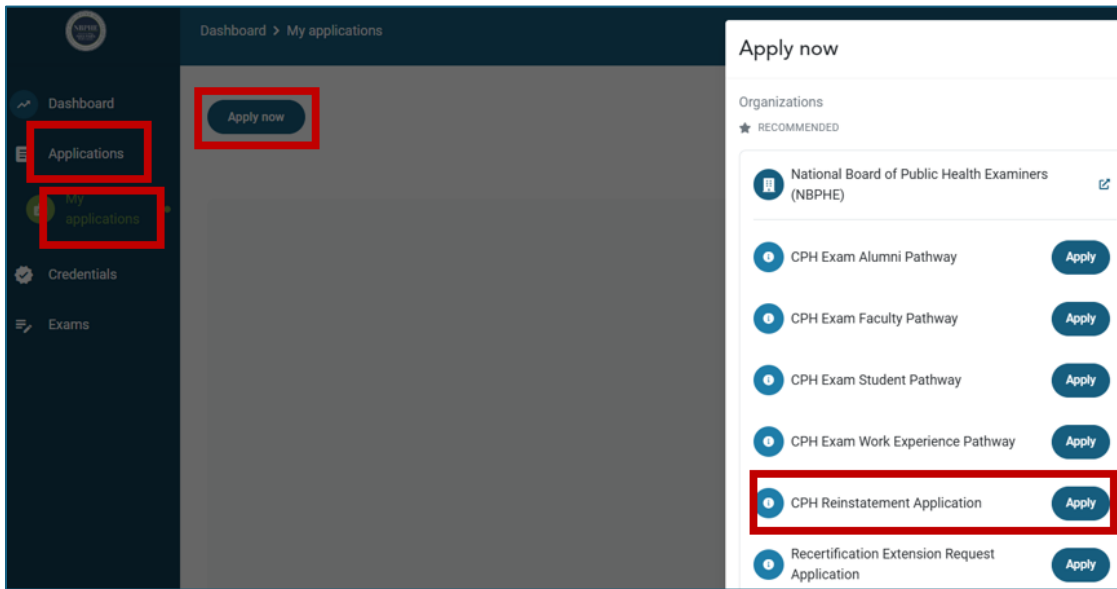
11. Make sure there's a checkmark under the "Include" column next to all credits you are reporting with your application, enter your credit card information, click on "Complete Payment," **and make sure to click on "Submit" for your application to be submitted for review.**

NOTE: If you have any questions or need assistance with updating your information or applying for your CPH reinstatement, 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!