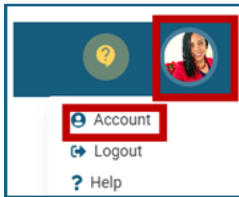




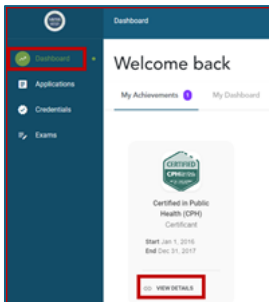
CPH REINSTATEMENT INSTRUCTIONS

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.

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' section showing 0 out of 30 credits overall. Below this 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 reinstate.

This screenshot shows the same 'Certification Dashboard' as above. The 'Report recertification credits' button is highlighted with a red box. The 'Recertification progress' section shows 0 out of 30 credits overall. The dashboard also includes buttons for 'View certificate' and 'View digital badge'. A yellow banner indicates that recertification is not yet allowed until 02/06/2025.

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' page. The status is 'In progress'. There are buttons for 'Print', 'Save', and 'Submit'. The main heading is 'Report Your Recertification Credits'. Below this, there is a section for reporting credit activities. The 'Start date of activity' field is set to 01/01/2025, and the 'Category' is set to 'Recertification Activity'. Both 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:

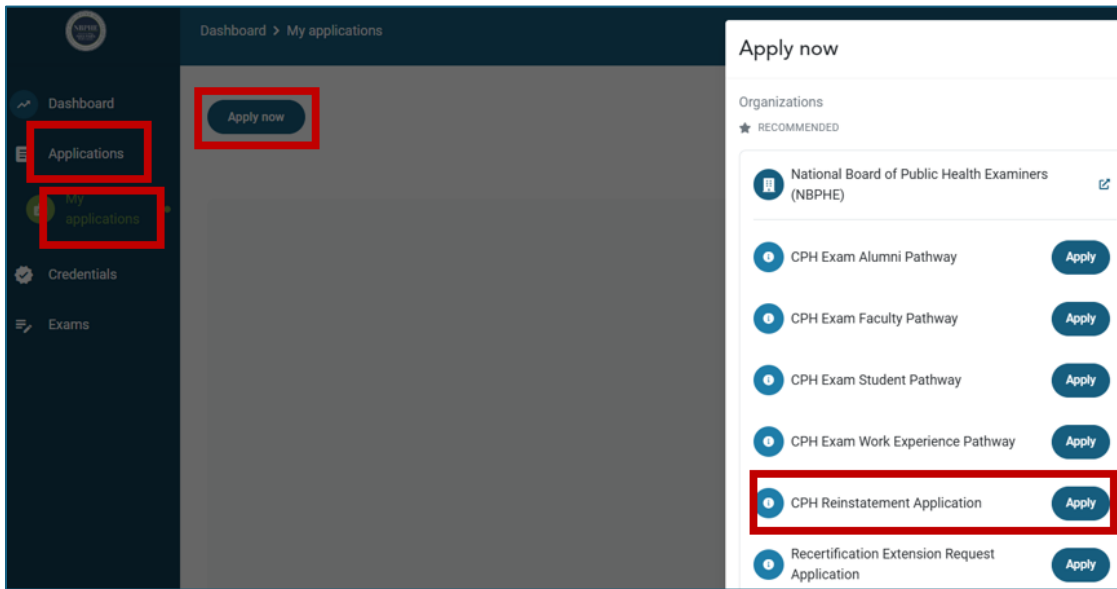
- Activity:** A dropdown menu with "Webinar Participation" selected. A red box highlights the dropdown.
- Guidance for Activity Type:** A blue box with white text that reads: "Webinar Participation" and "1 CPH credit per 1 hour, up to 8 hours per day if the number of hours is less than a full hour, round 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 the text.
- Completion date of activity:** A date field with a calendar icon and the date "01/01/2025" entered. A red box highlights the date field.

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.”

The screenshot shows a form with the following elements:

- Name:** A text input field with a red box around it. Below it is the instruction: "Enter an identifying title for this activity. For a course or sponsored activity, enter the official title."
- Provider name:** A text input field with a red box around it.
- Enter a short description of the activity:** A text input field with a red box around it.
- Recertification Credits:** A text input field with a red box around it. Below it is the instruction: "Input the actual number based on your participation. Whole numbers only. No decimal values are allowed."
- Buttons:** At the bottom, there is a blue button labeled "Add another +" with a plus sign, a grey button labeled "Save", and a blue button labeled "Submit" with a red box around it.

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!