

Step-by-Step HEC-C Renewal Application Submission Instructions

- Prior to selecting and completing your renewal application it is strongly recommended that you
 review the HEC-C Renewal Handbook. A link to the handbook can be found here:
 https://heccertification.org/recertification
- 2. Select desired path for renewal. Each application is unique. Please review the description of each available renewal path here: <u>https://heccertification.org/recertification</u>
- 3. Once you have selected the most appropriate renewal path for you, download the forms to your desktop computer. Complete the application and corresponding tracking form(s) saving the final versions on your desktop computer.
- Once you have completed your desired renewal path application and tracking form(s) and saved them to your desktop computer, go to <u>www.asbh.org</u> to access your ASBH account ("<u>My</u> <u>Account</u>") using Google Chrome.

| We recommend completing the HEC-C application process on a desktop computer, using the Google Chrome browser |
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| BE BIOETHICS + HUMANITIES |
| Welcome to the American Society for Bioethics and Humanities Please login to continue. User Name: |
| Password: Remember me for 90 days. |
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Login to your Account

Note: If you are a current or former ASBH member, have attended a meeting, or have purchased a product, **you already have an ASBH online account.** If you do not recall your username or password, please use the Forgot Username? or Forgot Password? buttons beneath the Login button or call 847.375.4745 or e-mail <u>cert@asbh.org</u> for assistance.

5. Once logged in, under ("<u>My Account</u>"), select the "**Re-Certification Application**" on the left-hand side

| About | Membership | Annual Conference | Resources | Professional Development | Certification |
|----------------------------------------|-------------------|-------------------|-----------|--------------------------|---------------|
| About Me | My Account | t | | | |
| My Account | My Contact Infor | mation | | | |
| Contact Information | Primary Address | | | Profile Photo | |
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| My Classroom | | | | | |
| Pay Open Balances | | | | | |
| Purchase History | | | | | |
| Membership and Participation | | | | | |
| embership Details | | | | | |
| Au Volunteer History | | | | | |

From My Account, Select Re-Certification Application

- 6. Clicking on the Re-Certification Application takes you to the Re-Certification Application page where you will upload your application and form(s), pay the renewal fee, and complete the application process.
- 7. Use the "Add a new document" button to upload your application form and corresponding tracking form(s). You must click the button and upload each document separately (application form, tracking form(s)) as many times as you need to upload all required components of your renewal.

| About Me Re-Certification Application My Account Contact Information Username & Password Manage Credit Cards Demographics GOPR Consent | About | Membership | Annual Conference | Resources | Professional Development |
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| About Me Re-Certification Application My Account | Player | the most stup | Periodi Comerciae | inclour ces | |
| My Account Contact Information Username 6. Personne 6. Personne 7. Manage Credit Cards Demographics GDPR Consent | About Me | Re-Certific | ation Application | _ | |
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| Password Manage Credit Cards Demographics GDPR Consent | | Upload your cor | npleted application for the HE | EC-G certification ex | amination here. Click on Add a ne |
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| About Me | Re-Certification Application | |
| My Assourt | | Add a new designed |
| Contact Monmation | | |
| Dalmania & | | |
| Hinter Crisile Carts | Renewal Application for Path 1 | E Dates Decement |
| Demographics | Document Upload Date: 10/34/2022 | |
| Recourses | Document Type: Recentication Application | |
| Pre Core Returns | | |
| Purchase Philary | Experience Tracking Form | B David Decement |
| Membership and Participation | Document Upload Date: 10.24/2022 | |
| Mankaratay Details | Decement Type: Incertification Application | |
| Re-Contification | | |

Example of a Path 1 uploaded documents for Re-Certification Application (Renewal Application form & Experience Tracking Form)

4. After the documents are uploaded, below them will appear "**Additional Required Steps**." Select the Path for which you are applying.

| Demographics | Document Upload Date: 12/9/2022 |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purchases and Resources | Document Type: Recertification Application |
| My Classroom | |
| Pay Open Balances | Additional Required Steps |
| Purchase History | In order for your application to be reviewed, you must submit payment. Applications are not considered complete |
| Membership and | until payment is received. |
| Participation | Choose your path to be recertified: |
| Membership Details | O I am applying for HEC-C Recertification via Path 1: 200 hours of healthcare ethics experience and May 2023 |
| My Volunteer History | exam (due by March 10, 2023 or March 11-25, 2023 with a late fee) |
| Re-Certification | O I am applying for HEC-C Recertification via Path 1: 200 hours of healthcare ethics experience and November |
| Application | 2023 exam (due by September 10, 2023 or September 11-25 with a late fee) |
| | I am applying for HEC-C Recertification via Path 2: 40 hours of professional activities and May 2023 exam (due by March 10, 2023 or March 11-25, 2023 with a late fee) |
| | O I am applying for HEC-C Recertification via Path 2: 40 hours of professional activities and November 2023 exam (due by September 10, 2023 or September 11-25 with a late fee) |
| | I am applying for HEC-C Recertification via Path 3: 200 hours of healthcare ethics experience and 40 hours of professional activities (due by November 1, 2023 or November 2-15, 2023 with a late fee) |
| | Pay Now |

Choose your path to be recertified and select "Pay Now"

5. Verify your Order Summary

| About | Membership | Annual Conference | Resources | Professional D | evelopment | Certifi |
|-----------------------------------|------------|-------------------|------------|----------------|--------------------------|---------|
| Order Summary | | | | Sum | mary | |
| HEC-C Recertific | cation | | \$495.00 U | SD Item | ıs (1): | \$49 |
| | | | | Tax: | | \$ |
| Billing Address: | | | | Shir Add | oping: Coupon or Prom | o Code: |
| 12345 Park Wa City, State 5433 | ay 21 | | | | | Apply |
| | | | | тот | TAL: | \$495 |

Verify your Order Summary

6. Enter Payment Information and Submit

| Card Billing Address | |
|----------------------|----------------------|
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| Edit | |
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| | Card Billing Address |

Enter your Payment Information

7. A confirmation "**Thank You**" page will follow. You will receive a confirmation email to the email associated with your Account within 5 minutes, confirming your HEC-C Recertification order. If you do not see this page and you do not receive a confirmation email, you have not successfully submitted your application. E-mail <u>info@asbh.org</u> or call 847.375.4745 for assistance.

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| | | | | | | |
| rder Summary: | | | | | | |
| eference Number: | 1000199970 | | | | | Pr |
| HEC-C F | Recertification | | | Quantity | Unit Price | |
| AVALL SHEE | | | | 1 | \$495.00 USD | \$45 |

Example Order Confirmation page