

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

1. 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: <https://heccertification.org/recertification>
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.
4. Once you have completed your desired renewal path application and tracking form(s) and saved them to your desktop computer, go to www.asbh.org to access your ASBH account ("My Account") using Google Chrome.

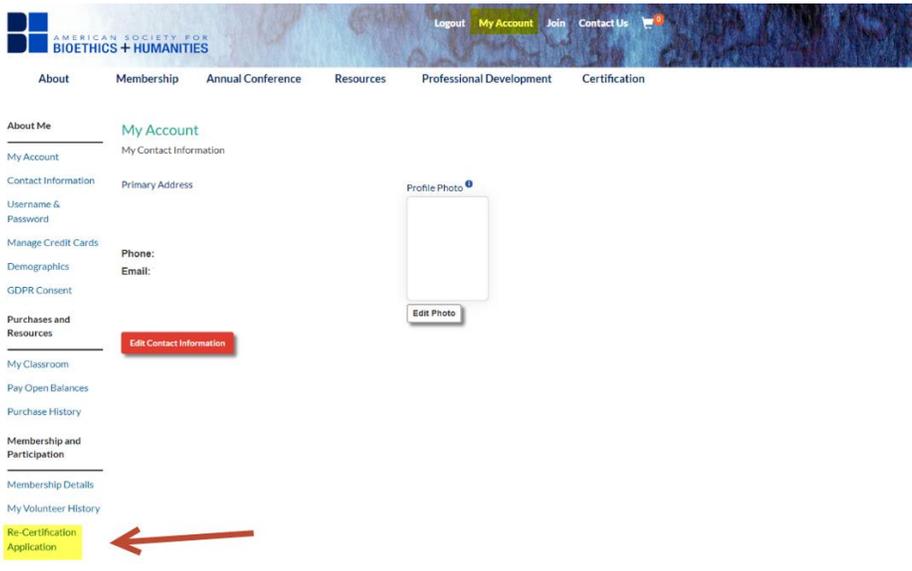
✓ We recommend completing the HEC-C application process on a desktop computer, using the Google Chrome browser



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 cert@asbh.org for assistance.

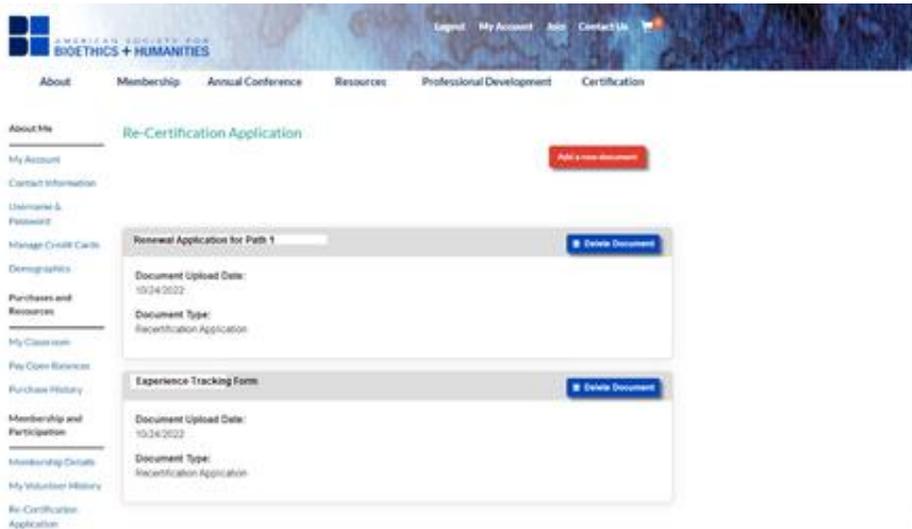
5. Once logged in, under ("[My Account](#)"), select the "**Re-Certification Application**" on the left-hand side



From My Account, Select Re-Certification Application

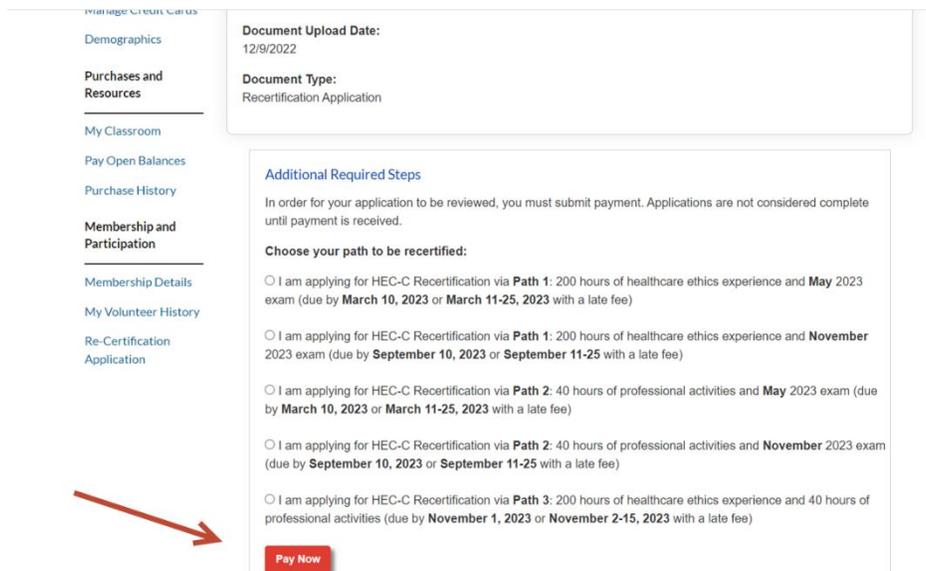
6. Clicking on the Re-Certification Application takes you to the Re-Certification Application page where you will upload your application and form(s), pay the renewal fee, and complete the application process.
7. Use the “**Add a new document**” button to upload your application form and corresponding 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.





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.



Choose your path to be recertified and select “Pay Now”

5. Verify your **Order Summary**

AMERICAN SOCIETY FOR
BIOETHICS + HUMANITIES

Logout My Account Join Contact Us

About Membership Annual Conference Resources Professional Development Certifica

Order Summary
HEC-C Recertification \$495.00 USD

Billing Address:
12345 Park Way
City, State 54321

Use a saved address Add new address

Summary

Items (1):	\$495.00
Tax:	\$0.00
Shipping:	\$0.00
Add Coupon or Promo Code:	
<input type="text"/>	
<input type="button" value="Apply"/>	
TOTAL:	\$495.00

Verify your Order Summary

6. Enter **Payment Information** and Submit

Payment Information:

▼ Add a New Card

We Honor:


Credit Card Number: *

Name on Card: *

Expiration Date: *
 Month: Year:

Security Code: *

Save this Credit Card Information?

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 info@asbh.org or call 847.375.4745 for assistance.

Thank You

Billing Address:

Order Summary:

Reference Number: 1000199970



HEC-C Recertification

Quantity
1

Unit Price
\$495.00 USD

Price

\$495

SubTotal: \$495

Example Order Confirmation page