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.

   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? orForgot 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
Verify your Order Summary

6. Enter **Payment Information** and Submit

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.
Example Order Confirmation page