Submit Your HEC-C Renewal Application

1. Go to https://heccertification.org/recertification and select your recertification path.

2. Download the application and tracking/activity form(s). Complete and save the forms electronically.

3. Once you have completed the application, go to https://access.asbh.org/home.
   NOTE: You will need to use your username (email address) and password to access your ASBH account. *DO NOT CREATE A NEW ACCOUNT. The new account will not be linked to your certification, and you will not be able to access the online renewal.* If you have forgotten your password, select the option for "Click here to reset your password" or contact ASBH at 847.375.4745 or info@asbh.org.

4. On the left-hand navigation menu, click on **Certifications** and **Certification Applications**. Then select **Submit Application.**

5. Select the **Recertification Path** you are applying for.

6. Upload your completed application and the tracking/activity form(s) by clicking on **Upload** under Document Requirements. **NOTE:** you will need to upload each form separately.

7. To save the application and return to it later, select **Save as Pending.**

8. If the application is complete, select **Submit & Pay.**

9. Enter payment information and select **Checkout.**

   NOTE: Your application is not considered complete until all forms have been uploaded and payment has been received by the ASBH. You will receive a confirmation email upon successful submission.