



CERTIFICATION COMMISSION
OF NAMSS

NAMSS Recertification Application Instructions

STEP 1

Please refer to the below meters to keep track of how many certificates you need to upload.

The screenshot shows the 'Completing Application' interface for a NAMSS Recertification Application (12/02/2019 to 12/01/2022). A red box highlights the 'Requirements' section, which contains two progress bars and a legend. The first requirement is 'For single certificants, fifteen (15) of thirty (30) required hours must be NAMSS approved credits.' with a progress bar at 13% and '2 of 15' units. The second requirement is 'Single Certificants must complete 30 Continuing Education credits during your recertification period' with a progress bar at 10% and '3 of 30' units. The legend indicates: a green circle for 'Units Added', a grey circle for 'Remaining', and a green checkmark for 'Completed'. Below the requirements is a section for 'Continuing Education - Self-Reported' with an 'Add CE Activity' button and a table with columns for 'Credit Type', 'Name', 'Date', and 'Credits'. A 'Made with Tango.us' watermark is visible in the bottom right corner.

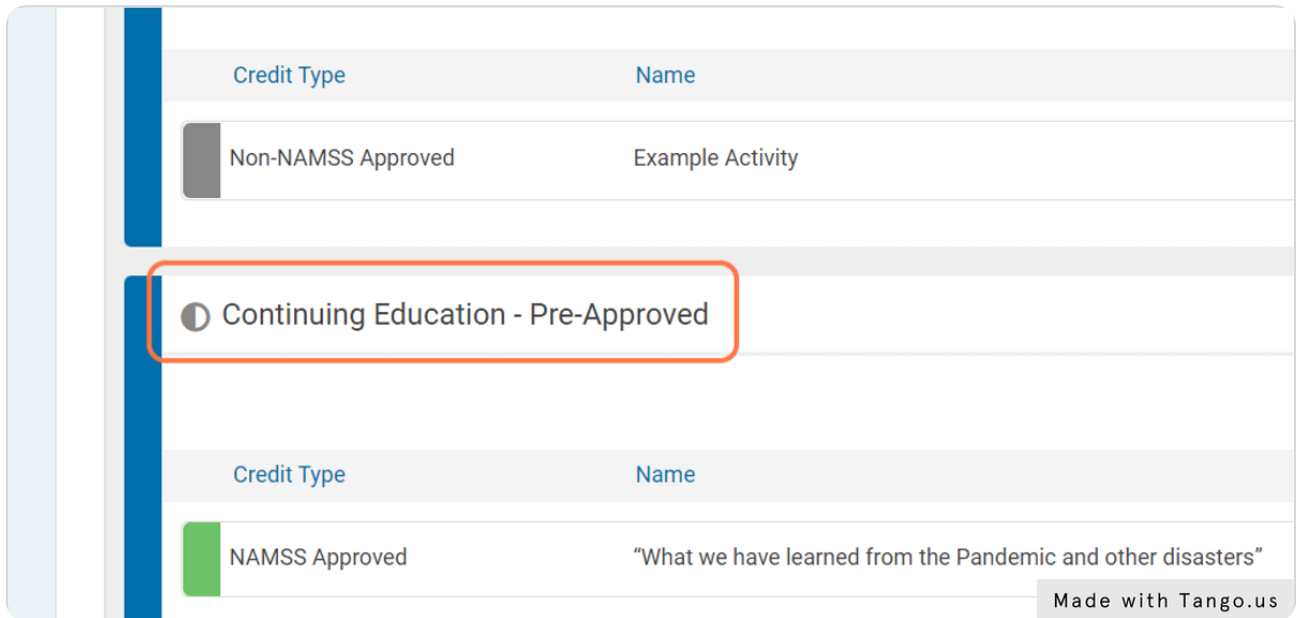
STEP 2

Please refer to this legend for a count of your total CE requirements.

This is a close-up of the legend from the previous screenshot, enclosed in a red box. It defines the symbols used in the progress bars: a green circle represents 'Units Added', a grey circle represents 'Remaining', and a green checkmark represents 'Completed'. The background shows the same progress bars and text as in Step 1, but they are partially obscured. A 'Made with Tango.us' watermark is present in the bottom right corner.

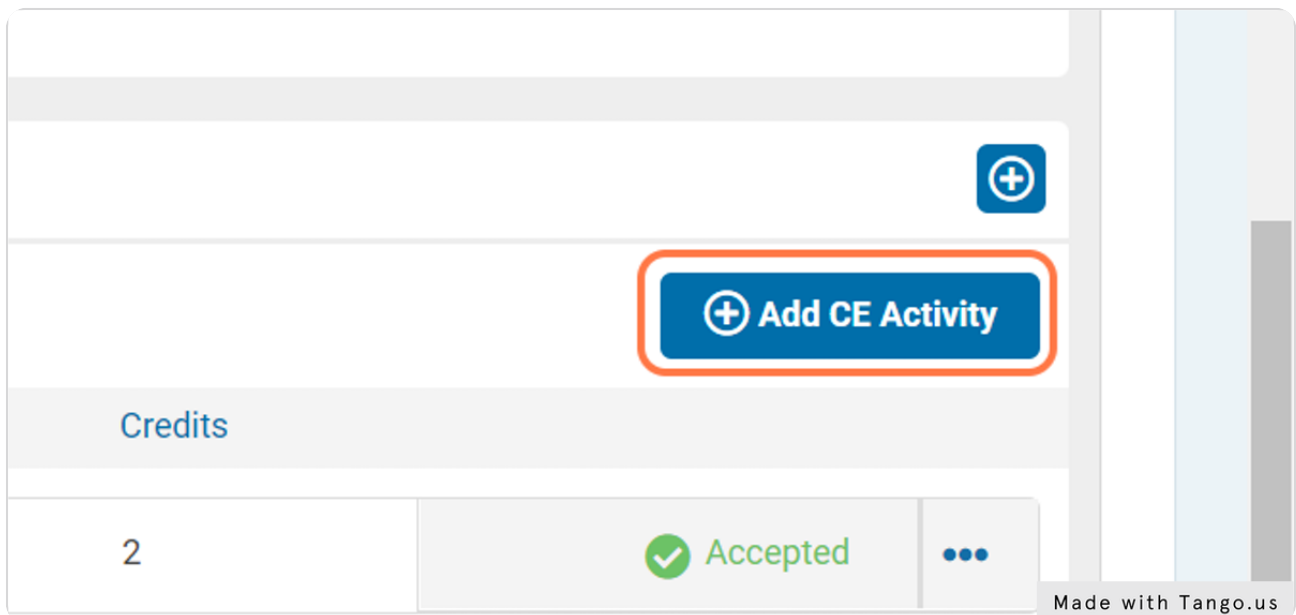
STEP 3

To see if any of your NAMSS approved activities have been pre-uploaded, hover to the "Continuing Education - Pre-Approved" Section.



STEP 4

Select "Add CE Activity"



STEP 5

Search by provider, title, and/or date of the CE activity.

The screenshot shows a web application interface with a modal window titled "Select CE type". The modal contains the following text:

Use the filters below to search for Pre-Approved NAMSS CE Activities you completed. Click Search to display results and then click +Select to add the activity to your application.

TIPS: For best results, try reducing the number of fields you are searching or reduce the text in the field(s). Search with no filters to return all pre-approved activities.

If you cannot find a certain pre-approved activity through the search, then you can use the self-reported section of the application and self-report your CE.

If you select an activity that occurred outside of the date range acceptable for your recertification cycle, then those credits will not count towards your overall limits and you will not be able to submit them.

The search form includes three input fields:

- Education Provider Name:** Contains
- Activity Title or Description:** Searches multiple fields
- Activity Dates:** MM/DD/YYYY to MM/DD/YYYY

A blue "Search" button is located at the bottom right of the form. The background shows a sidebar with "Activity" and a "Next Step" button.

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STEP 6

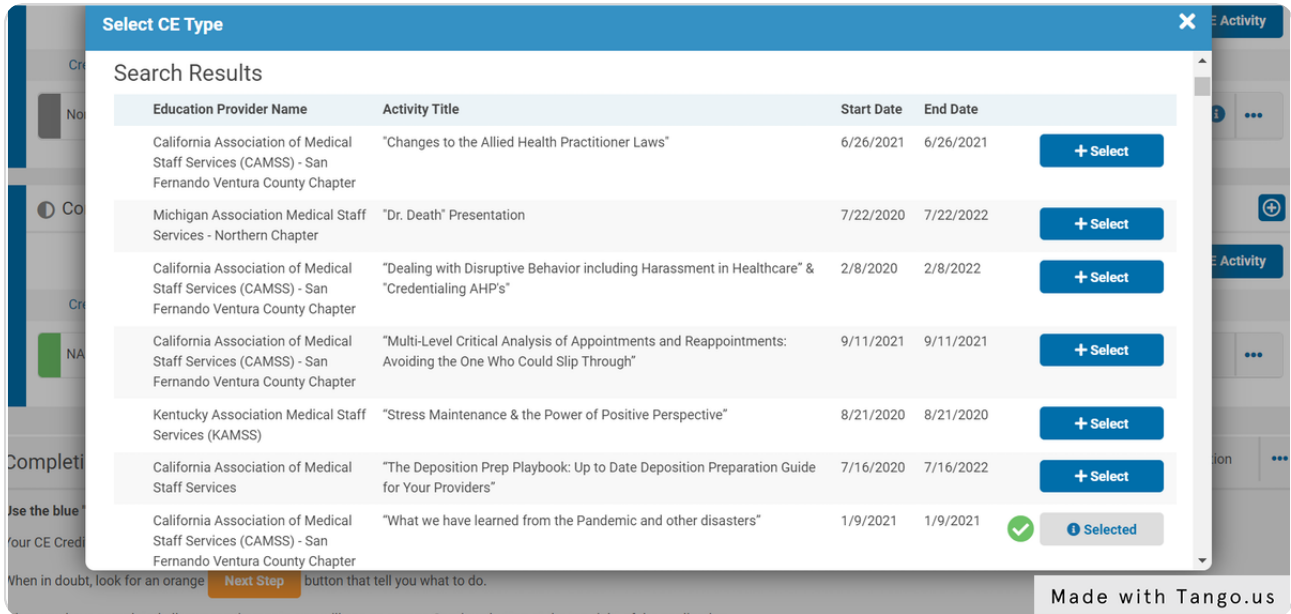
Click on Search

This image is a close-up of the "Search" button from the previous step. The button is blue with the word "Search" in white text. It is highlighted with a thick red border. The background shows the date input fields from the search form.

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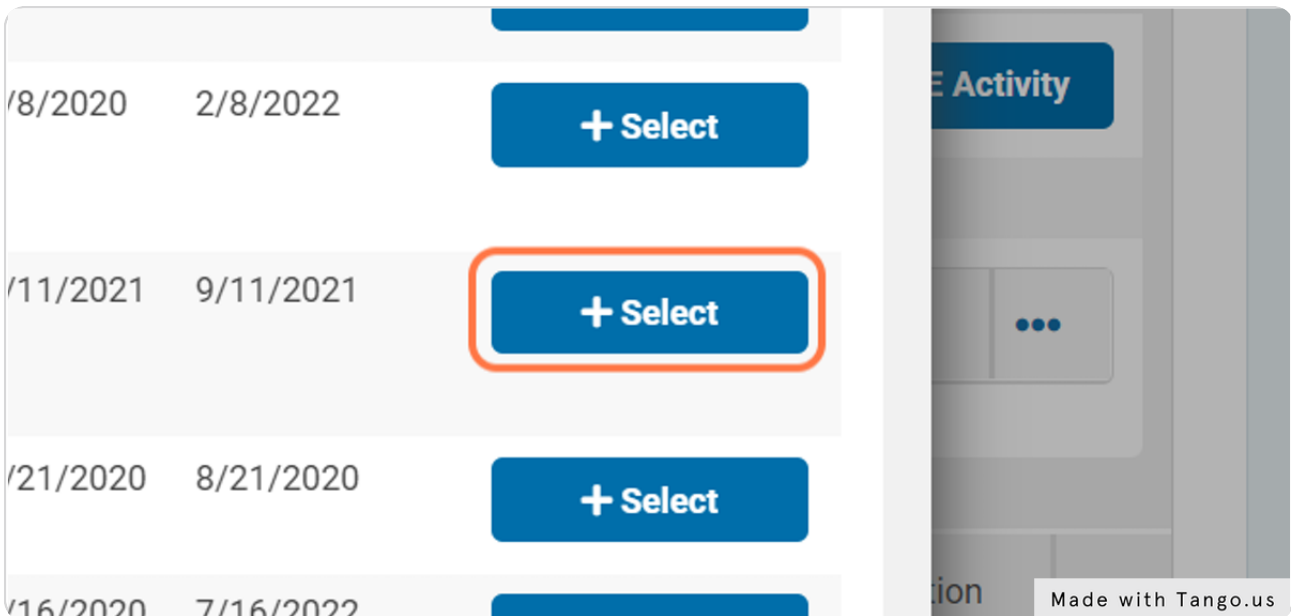
STEP 7

If you cannot find the activity through your search, try selecting key words to search, or scroll through the master list to find your activity.



STEP 8

After finding your pre-approved activity, click "Select" to begin adding your information.



STEP 9

Upload your supporting CE certificate.

The screenshot shows a web application interface for 'Continuing Education - Self-Reported'. A modal dialog box is open, titled '"Multi-Level Critical Analysis of Appointments and Reappointments: Avoiding the One Who Could Slip Through": Submit Activity Details'. The dialog contains the following text:

For ALL pre-approved activities, please upload your certificate of completion for the activity.
For pre-approved Enduring Materials (on-demand) activity only, you must enter your completion date as well.
The remaining information is auto-populated from the pre-approved activity submitted by the Sponsor.

The dialog also displays the following details:

- Activity Type: Live/In-Person/One-Time
- Activity Title: "Multi-Level Critical Analysis of Appointments and Reappointments: Avoiding the One Who Could Slip Through"
- Sponsor Name: California Association of Medical Staff Services (CAMSS) - San Fernando Ventura County Chapter
- Number of Credits: 2
- Start Date: 9/11/2021
- End Date: 9/11/2021
- Supporting Documentation*: Attendance Report 9.2.2021.xlsx

At the bottom left of the dialog, there is a green checkmark icon and a small number '10'. Below the dialog, a green checkmark icon is visible next to a note: "Use the blue 'Add CE Activity' or the (+) button to log your credits towards recertification. Your CE Credits will be tracked in the Requirements section." The background shows a list of activities with columns for 'Submitted', 'Accepted', and 'Enter CE Details'. A watermark 'Made with Tango.us' is visible in the bottom right corner.

STEP 10

Click on Submit (Complete Successfully - orange)

The screenshot shows a dialog box with three buttons: 'Cancel', 'Save', and 'Submit'. The 'Submit' button is highlighted with a red border, indicating it is the correct action to take. The background shows a blurred view of the 'Completing Application' section. A watermark 'Made with Tango.us' is visible in the bottom right corner.

STEP 11

Pre-Approved activities will be automatically accepted.

11

Use the blue "Add CE Activity" or the "(+)" button to log your credits towards recertification.
Your CE Credits will be tracked in the Requirements section.

Credit Type	Name	Date	Credits	
Non-NAMSS Approved	Example Activity	7/8/2022	1	Submitted ⓘ ⋮
Continuing Education - Pre-Approved (+)				
Add CE Activity				
Credit Type	Name	Date	Credits	
NAMSS Approved	"What we have learned from the Pandemic and other disasters"	1/9/2021	2	Accepted ⋮
NAMSS Approved	"Multi-Level Critical Analysis of Appointments and Reappointments: Avoiding the One Who Could Slip Through"	9/11/2021	2	Accepted ⋮

Completing Application

Completed Application ⋮

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STEP 12

Continue adding non-NAMSS approved credits under "Continuing Education - Self-Reported"

16% 5 of 30 Completed

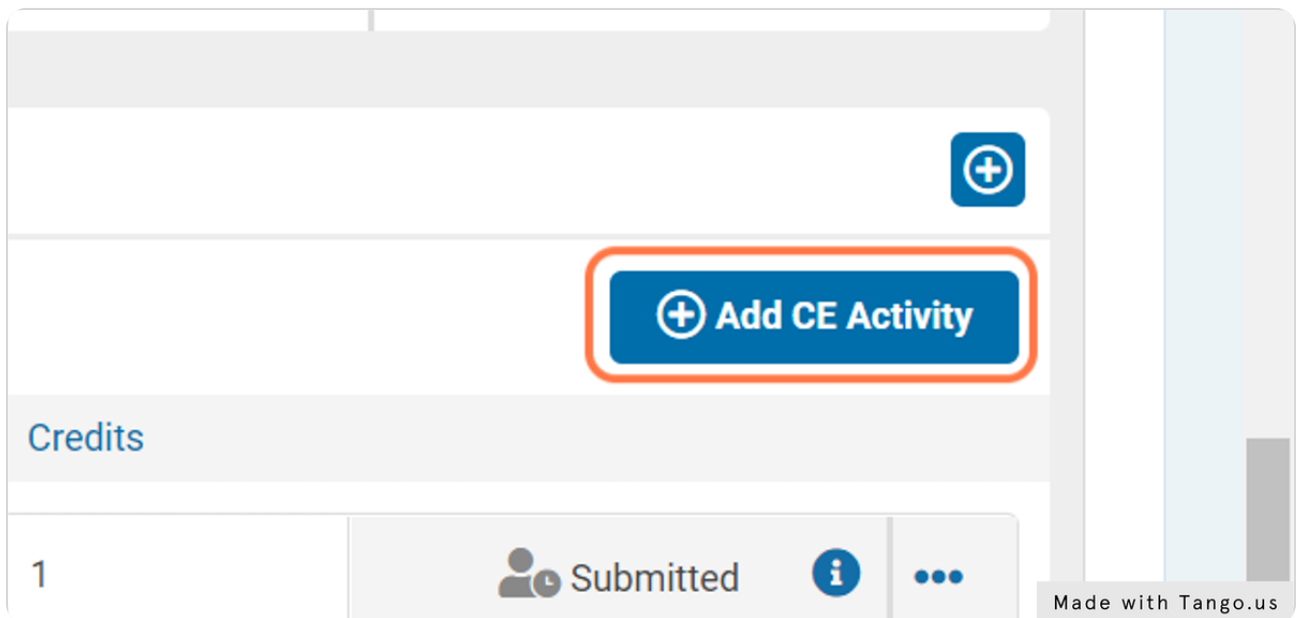
12

Credit Type	Name	Date	Credits	
Non-NAMSS Approved	Example Activity	7/8/2022	1	Submitted ⓘ ⋮
Continuing Education - Self-Reported (+)				
Add CE Activity				
Credit Type	Name	Date	Credits	
NAMSS Approved	"What we have learned from the Pandemic and other disasters"	1/9/2021	2	Accepted ⋮
NAMSS Approved	"Multi-Level Critical Analysis of Appointments and Reappointments: Avoiding the One Who Could Slip Through"	9/11/2021	2	Accepted ⋮

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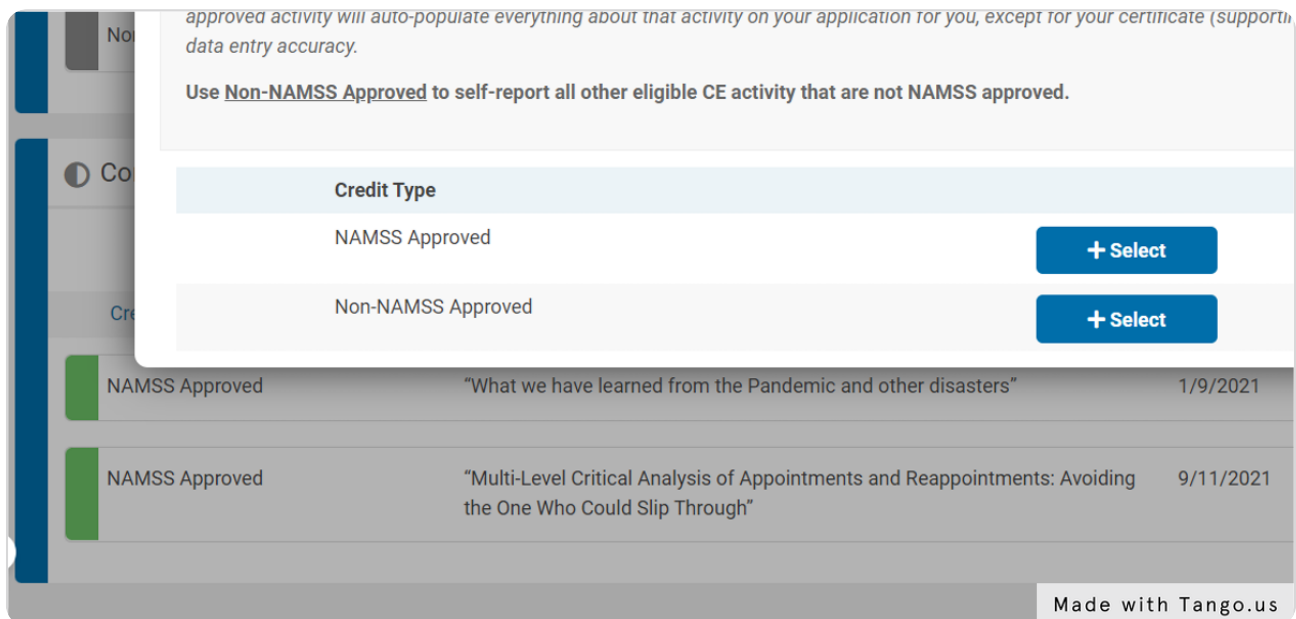
STEP 13

Click on Add CE Activity



STEP 14

Select the type of credit you wish to upload.



STEP 15

Complete the following information and upload the supporting CE certificate.

Please complete the fields below to record your continuing education activity.

Activity Title*:

Sponsoring Organization*:

Number of Credits*:

Date Guidance: For one-day events, use the same start date and completion date.

Start Date*:


Completion Date*:

Supporting Documentation*: [Choose from library](#) or

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STEP 16

Click on "Submit"

Part 2 Webinar CE.pdf 

ents: Avoiding 9/11/2021 2

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STEP 17

Repeat these steps until the green meters are full.

Requirements

For single certificants, fifteen (15) of thirty (30) required hours must be NAMSS approved credits.

4 of 15 (26%)

Single Certificants must complete 30 Continuing Education credits during your recertification period

20 of 30 (66%)

Legend

- Units Added
- Remaining
- Completed

Continuing Education - Self-Reported

[Add CE Activity](#)

Credit Type	Name	Date	Credits	
Non-NAMSS Approved	Example Activity	7/8/2022	1	Submitted
Non-NAMSS Approved	test	7/5/2022	15	Submitted

Continuing Education - Pre-Approved

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STEP 18

Once you have uploaded the required number of CEs, the green meters will be full.

Applications and Affiliations

NAMSS Recertification Application (12/02/2019 to 12/01/2022) [Return to: All Applications and Affiliations](#)

Completing Application [Continue](#)

Requirements

For single certificants, fifteen (15) of thirty (30) required hours must be NAMSS approved credits.

20 of 15 (Completed)

Single Certificants must complete 30 Continuing Education credits during your recertification period

36 of 30 (Completed)

Legend

- Units Added
- Remaining
- Completed

Continuing Education - Self-Reported

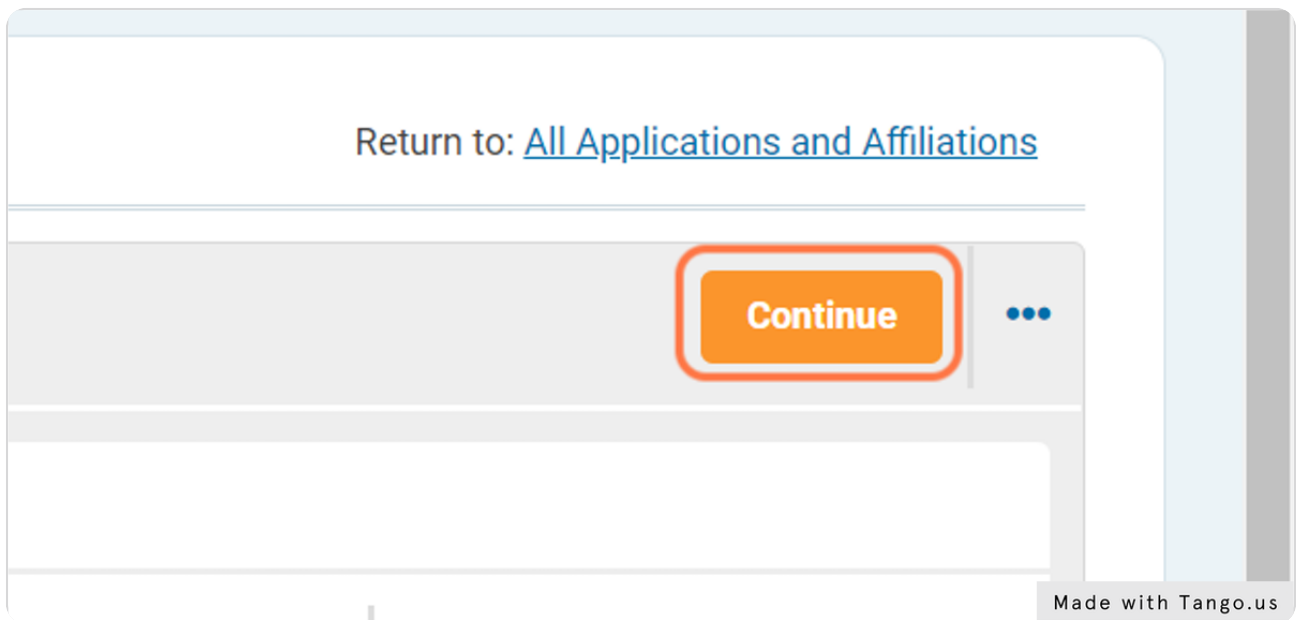
[Add CE Activity](#)

Credit Type	Name	Date	Credits	
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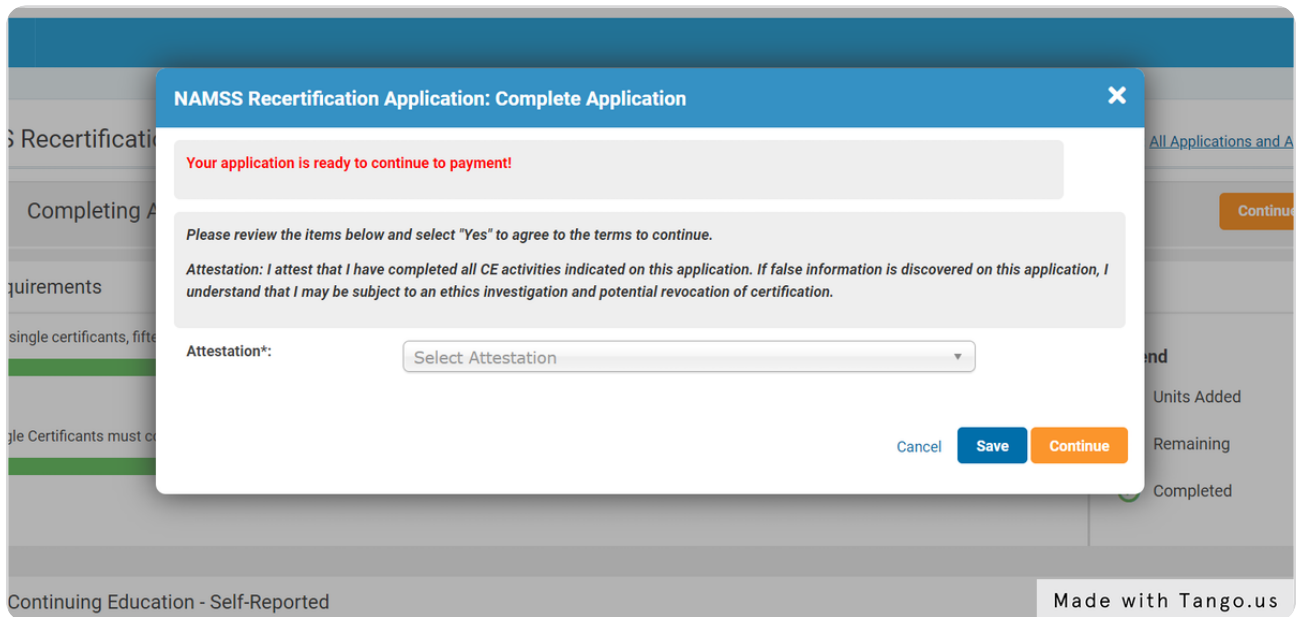
STEP 19

Click on "Continue" to continue to payment.



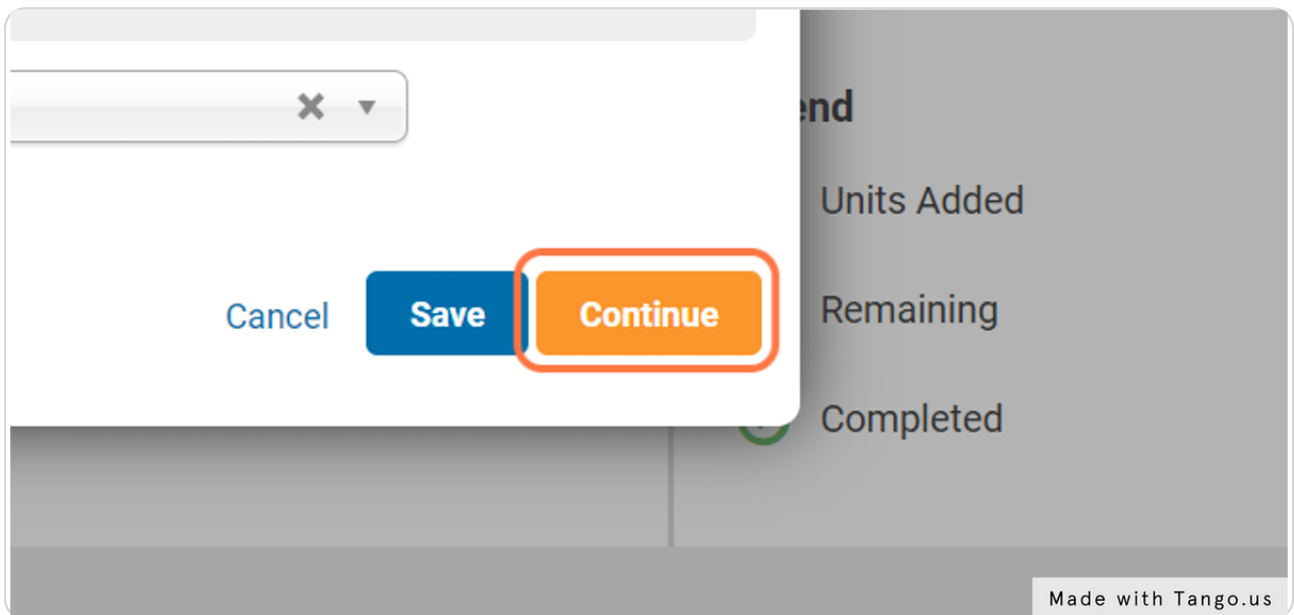
STEP 20

Complete the attestation:



STEP 21

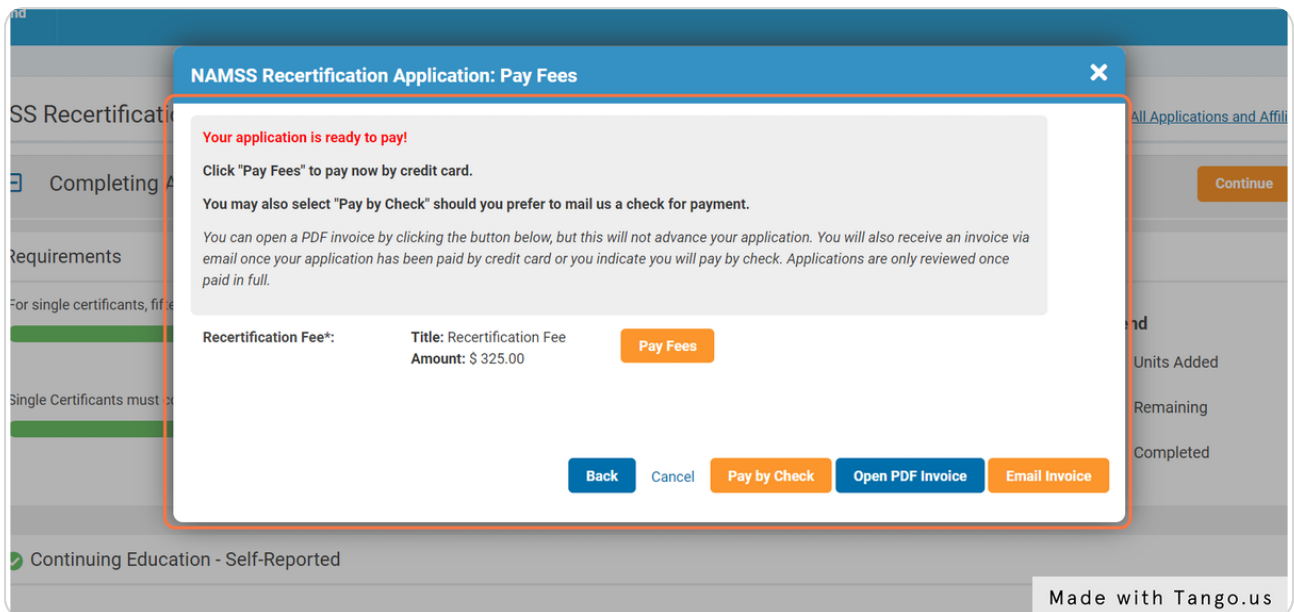
Click on "Continue"



STEP 22

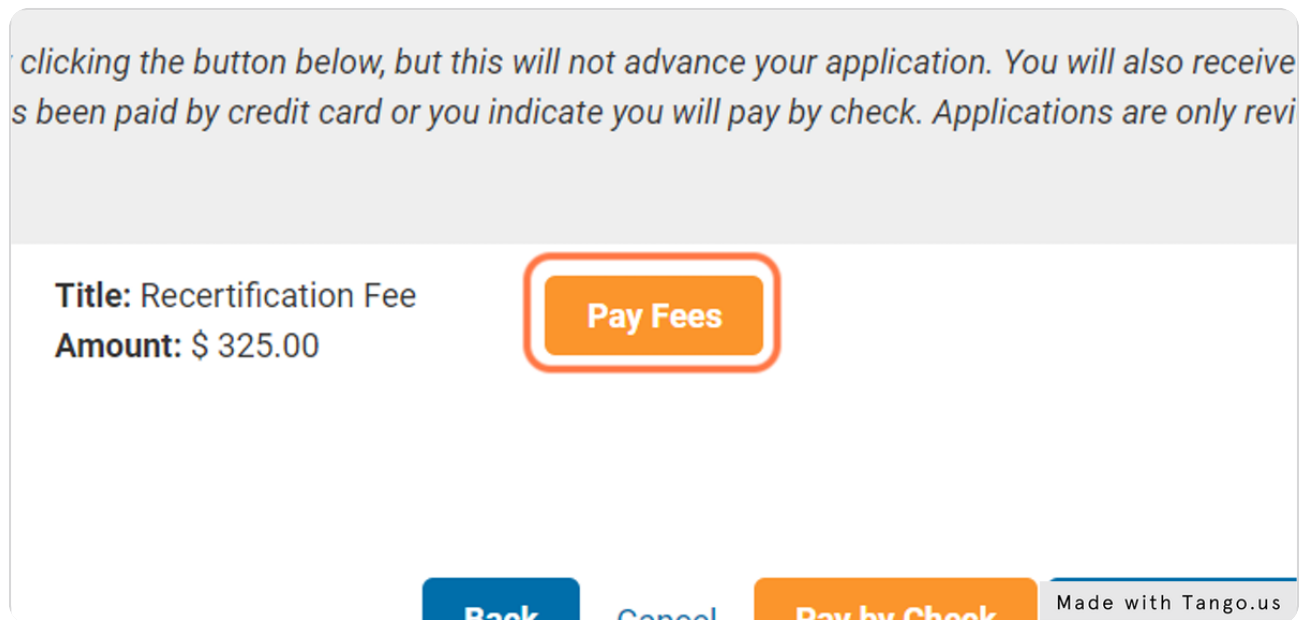
You are now ready to complete your recertification payment.

You may pay by credit card or check. Please note that selecting "Open PDF Invoice" will NOT advance your application.



STEP 23

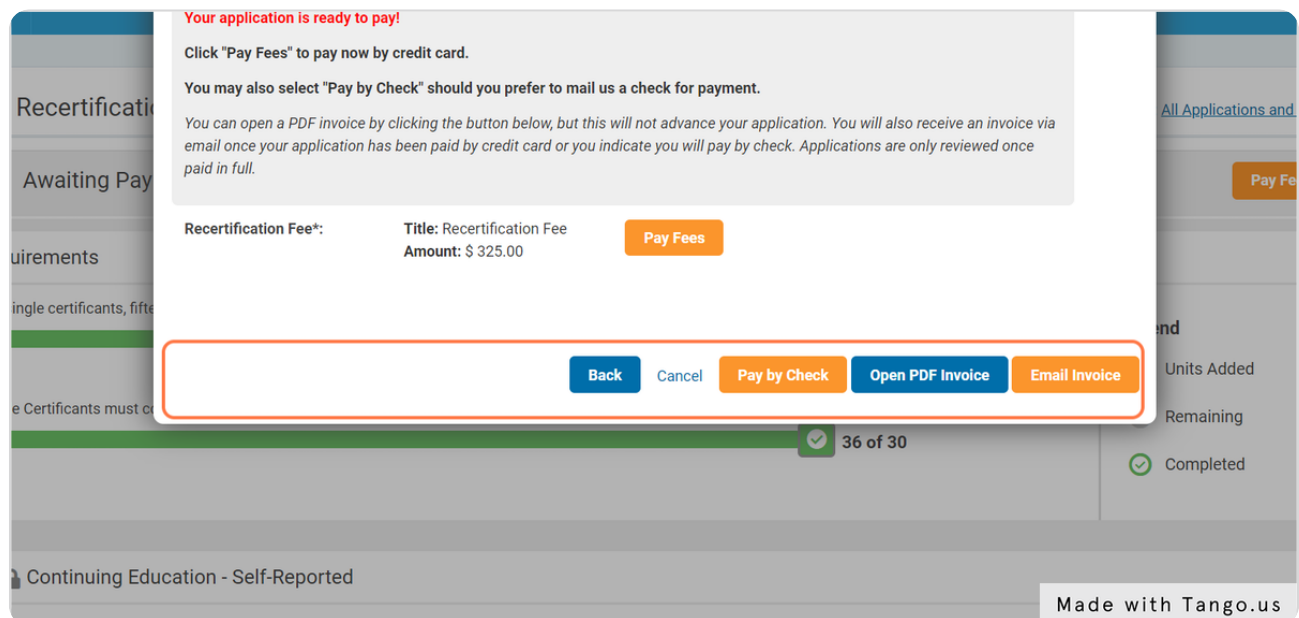
Select "Pay Fees" to pay by credit card.



STEP 24

To pay by check, select "Pay by Check".

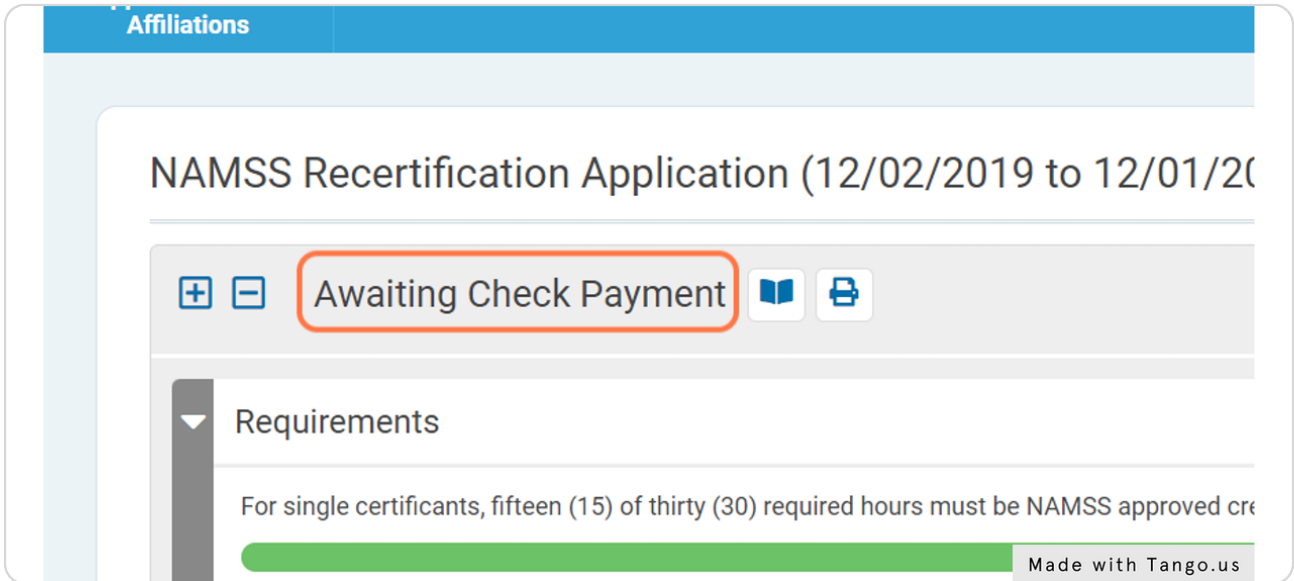
Please note that selecting "Open PDF Invoice" will NOT advance your application.



STEP 25

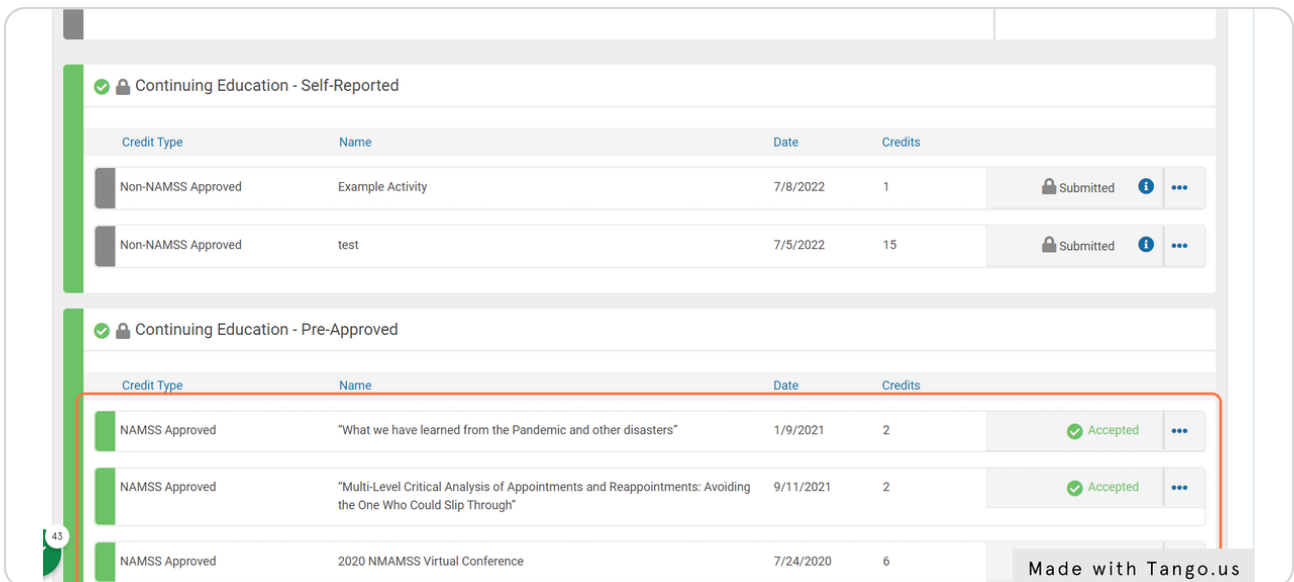
Upon selecting to pay by check, your recertification status will change to "Awaiting Check Payment."

Please note your recertification application will not be reviewed until your payment is received. To check on the status of a check payment, please email info@namss.org with the check number and date of payment.



STEP 26

Any pre-approved NAMSS credits will be automatically accepted.



STEP 27

Any CE credits, NAMSS approved and non-NAMSS approved, reported under "Continuing Education - Self Reported" are NOT automatically accepted.

36 of 30

Completed

Continuing Education - Self-Reported

Credit Type	Name	Date	Credits	
Non-NAMSS Approved	Example Activity	7/8/2022	1	Submitted
Non-NAMSS Approved	test	7/5/2022	15	Submitted

Continuing Education - Pre-Approved

Credit Type	Name	Date	Credits	
NAMSS Approved	"What we have learned from the Pandemic and other disasters"	1/9/2021	2	Accepted
NAMSS Approved	"Multi-Level Critical Analysis of Appointments and Reappointments: Avoiding the One Who Could Slip Through"	9/11/2021	2	Accepted

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STEP 28

If you elect to pay by check, please submit payment to the address below:

the One Who Could Slip Through"

NAMSS Approved	2020 NAMAMSS Virtual Conference	7/24/2020	6	Accepted
NAMSS Approved	27th NJSAMSS Annual Education Conference	4/23/2020	10	Accepted

Awaiting Check Payment

Awaiting Check Payment

You chose to pay by check. Your application will not be reviewed until we receive and process your check payment.

You will receive an invoice to your email address on file.

Please send checks to:
NAMSS
8658 Solution Center
Chicago, IL 60677-8006

If you would rather pay by credit card, please select the [...] button and 'Pay by Credit Card'.

NAMSS Customer Support | NAMSS CE Program Accreditation Resources

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Site Map

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STEP 29

If you wish to pay by card instead, please select the [...] button and "Pay by Credit Card".

Note: If you are submitting your application after December 1st, we STRONGLY recommend paying by card to ensure your application is processed before the holidays.

Awaiting Check Payment

You chose to pay by check. Your application will not be reviewed until we receive and process your check payment.

You will receive an invoice to your email address on file.

Please send checks to:
NAMSS
8658 Solution Center
Chicago, IL 60677-8006

If you would rather pay by credit card, please select the [...] button and 'Pay by Credit Card'.

[NAMSS Customer Support](#) | [NAMSS CE Program Accreditation Resources](#)

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