

Certificate Maintenance Worksheet



Use this worksheet to plan each stage of your certificate maintenance cycle.

START HERE:



Certification Date/Your Originating Year _____

**Requirement:
Due by June 30**

Complete 24 CE credits within each three-year cycle.



Year 1:

6/30/20_____
(Add one year to your originating year)

REVALIDATE.
Pay annual fee.



Year 2:

6/30/20_____
(Add two years to your originating year)

REVALIDATE.
Pay annual fee.



Year 3:

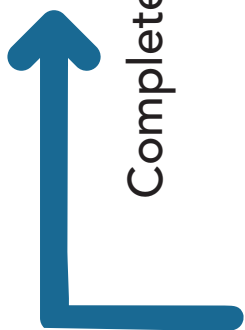
6/30/20_____
(Add three years to your originating year)

RECERTIFY.

1. Pay annual fee.
2. Prior to the June 30 deadline, make sure you have 24 CE credits on record with NBC-HIS to be eligible to recertify.
3. Sign and date the recertification criteria statement.
4. Submit proof of current dispensing licensure status.

Note: The three-year CE window runs from July 1 - June 30 of each year. The window is fixed regardless of originating certification date. Your first three-year cycle runs from:

July 1, 20____ to June 30, 20_____.



Remember that the cycle starts over every three years.