

7 Simple Steps to Submit Continuing Education Training

Now that you're NATE certified, you have proved your dedication to improving and demonstrating your skill in HVACR, but don't let it stop there! Recertification is required every two years by earning 16 continuing education hours (preferred) or retaking the exam. NATE makes it easy to submit your training hours so you don't have to take the exam again! Simply log in to your myNATE account at www.mynate.org and upload scanned copies of your training documents, such as certificates of attendance. See the 7 simple steps below!

Step 1. Log in to your MY NATE account. Call **877-420-6283** or send an email to **askNATE@natex.org** for your account information if you do not have it.

Step 2. Look under the **Continuing Education Credits** section, highlighted in purple.

Step 3. Click the fourth tab, **Pending Credits**.

Step 4. Click **Submit Training**. The box below will pop up.

Step 5. Fill out the information. If your course is NATE approved, select it from the **Approved Course** tab and enter the required information. If it is not listed in that menu, click **Manual Entry** and fill out the information.

The screenshot shows the myNATE web application interface. The background is a dark grey sidebar with navigation options: Home, Reports, My Scores, View historical exams, Continuing Education Credits, Recertification Progress, and Course His. The main content area shows 'No pending credits.' and a 'Submit Training' button. A modal window titled 'Add/Edit Continuing Education Credit' is open, featuring two tabs: 'Approved Course' (selected) and 'Manual Entry'. The form contains the following fields and sections:

- Training Provider:** North American Technician Excellence (1587)
- Training:** Sample Course (1587-0060)
- Sample Course (1587-0060) Sample description:** (Empty text area)
- Course Reference Code:** 1587-0060
- Expiration Date:** 11/18/2016
- Associated Specialties:**
 - Air Conditioning Installation - 4 Credit(s)
 - Air Conditioning Service - 4 Credit(s)
 - Air to Air Heat Pump Installation - 4 Credit(s)
 - Air to Air Heat Pump Service - 4 Credit(s)
 - Efficiency Analyst Senior - 4 Credit(s)
- Completion Date:** MM/DD/YYYY
- Supporting Documentation:** Add files... (button)

At the bottom of the modal are 'Cancel' and 'Save' buttons.

The screenshot shows a web browser window with the NATE website. A modal form titled "Add/Edit Continuing Education Credit" is open in the center. The form has a yellow background and contains the following fields and buttons:

- Two tabs: "Approved Course" and "Manual Entry".
- Training Description: A text input field.
- Provider Description: A text input field.
- Training Category: A text input field with the placeholder "Training Category (Seminar, etc)".
- Credit Units: A text input field with the placeholder "Credit Hours".
- Completion Date: A text input field with the placeholder "MM/DD/YYYY".
- Supporting Documentation: A section with a green "Add files..." button.
- At the bottom right of the modal are two purple buttons: "Cancel" and "Save".

The background of the website is dimmed. On the left, there is a "My Scores" section with a link to "View historical exams" and a "Continuing Education Credits" section with "Recertification Progress" and "Course His" tabs. A message says "No pending credits." On the right, there is a "Submit Training" button. The footer of the website includes "Copyright © 2006-2015 Castle Worldwide, Inc." and links for "Service | About | Privacy".

Step 6. Click the green **Add Files** button to attach any documentation that you attended the course.

Step 7. Click the purple **Save** button and your submission is complete! The submission will be reviewed by NATE for recognition. All courses must be technical in nature, relevant to your specialty, and taken within time you were certified.

For more information, please call 877-420-6283 or email askNATE@natex.org for assistance.