



NATE RECERTIFICATION GUIDE

Guide to Using the myNATE Website
Submitting Class Rosters



RECERTIFICATION BASICS



- A NATE certified technician has two ways to recertify, using CEHs or re-taking their specialty exam.
- Like your initial certifications, service specialties award their installation counterparts for free, and Air to Air Heat Pump awards its AC counterparts for free.
- For example, to renewing HPSV, HPIN, ACSV, and ACIN you would either only pay for one certification if renewing with CEHs, or just take the HPSV exam.



- Requires **16** hours of continuing education courses completed during the time a technician is certified.
- Must be **technical** in nature and related to your specialties.
- If a course is relevant to more than one specialty, the hours can apply to multiple specialties:
 - Common examples of courses that apply to all specialties would be safety, code and standards, electrical, controls and air flow courses.
- NATE gives hour for hour credit, a 4-hour courses would award **4** CEHs.
- NATE recognized courses are pre-approved and will immediately be added to your record when your trainer submits the roster to NATE.
- Non-recognized courses would need to be submitted to NATE for review and approval.

TESTING

- Need to re-take the specialty exam you were previously certified to renew that certification.
- You do not need to re-take the Core if you are testing before you expire or during your grace period.
- Contact a local testing organization or schedule an exam with Live Online Proctoring to take the exam.
- Live Online Proctoring allows a technician to take the exam remotely. Please see the Live Online Proctoring Guide for more information.

EXPIRATION

- Once a technician's certification expires, you have 120-day grace period in which a technician can still recertify using either of the two methods previously mentioned.
- If a technician does not recertify in their 120-day grace period, then a technician would need to re-take both the Core and a specialty exam.



SUBMITTING COURSE HOURS AS A TECHNICIAN

HOW TO SUBMIT COURSE HOURS



- Any NATE-recognized courses a technician takes should be automatically tracked after their instructor uploads a course roster.
- However, a technician can submit proof of training for any non-NATE recognized course they take on their myNATE profile.
- Technicians can also submit proof of training for NATE recognized courses if they haven't been tracked.
- Common examples of non-NATE recognized courses would be things like training to maintain a state license, electrical license classes, or OSHA safety training.

HOW TO SUBMIT COURSE HOURS



1

To submit a training course, the first step to sign on to myNATE at www.myNATE.org.

2

On the home tab, go to the “Continuing Education Credits” section below the My Scores section.

3

Then select “Course History” or “Pending Credits”.

4

Then select the “Submit Training” button.

HOW TO SUBMIT COURSE HOURS



Welcome

Welcome!

Welcome to NATE's test administration site.

Please explore the site and check the "?" help sections if you have any questions. If you still have questions you can contact NATE support at 877-420-6283 (NATE) or asknate@natex.org. We look forward to serving your test and certification needs.

For those interested in ordering and taking the online entry-level Ready to Work certificate exam, please click on the RTW tab to get started.

My Scores

[View historical exams](#)

Continuing Education Credits

Recertification Progress | Course History | Recertification | **Pending Credits**

Submit Training

Sample Course - Pending After Resubmittal	04/15/2022
Sample Course - Pending After Resubmittal	04/01/2022

HOW TO SUBMIT COURSE HOURS



- After clicking the submit training button, there is an option for an approved course or manual entry.
- The first section will cover how to submit a manual entry.
- There are 5 fields to complete:
 - Training Description: Name of the training
 - Provider Description: Name of the organization providing the training
 - Training Category: Type of training such as a course, seminar, conference, webinar etc.
 - Credit Units: Length of the training in hours
 - Completion Date: Date the training was finished
- At the bottom of the form, click “Add files” to upload proof of the attendance, such as a certificate of completion.

Add/Edit Continuing Education Credit

Approved Course Manual Entry

Training Description
Course Name

Provider Description
Provider Name

Training Category
Course

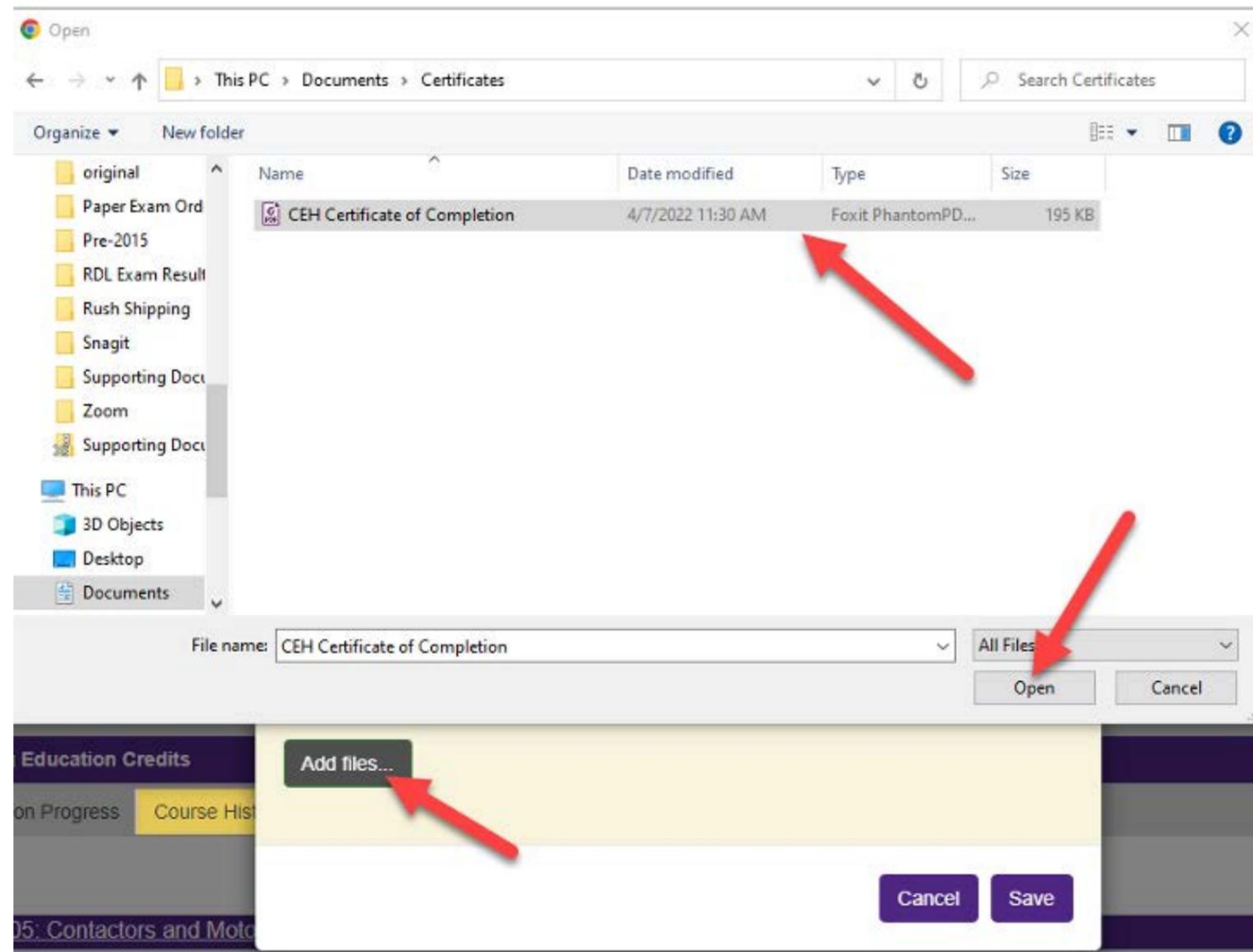
Credit Units
4

Completion Date
4/15/2022

Supporting Documentation
Add files...

Cancel Save

HOW TO SUBMIT COURSE HOURS



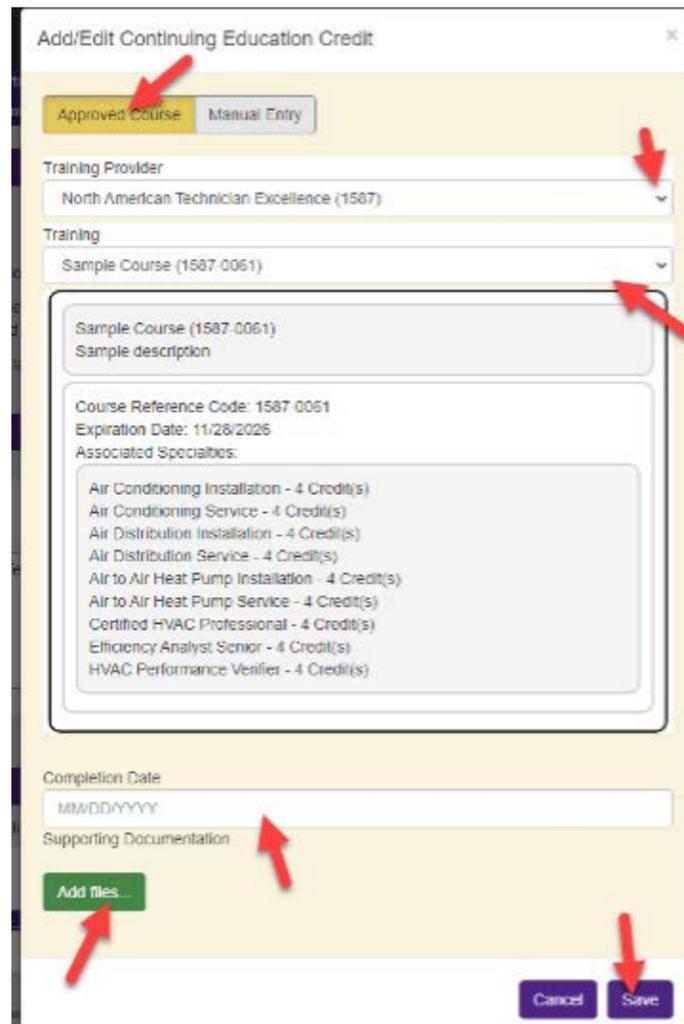
HOW TO SUBMIT COURSE HOURS - APPROVED COURSES



- This section will cover how to submit an Approved Course.
- Click on the “Approved Course” tab after selecting Submit Course.
- There are three fields to complete:
 - Training Provider: Select the NATE recognized training provider from the drop-down menu. It is in alphabetical order, and you can type a letter on your keyboard to jump to that letter in the list.
 - Training: Select the course from the selected training provider.
 - Completion Date: Date the training was finished.
- At the bottom of the form, click “Add files” to select documentation of the attendance, such as a certificate of completion.



HOW TO SUBMIT COURSE HOURS - APPROVED COURSES



Add/Edit Continuing Education Credit

Approved Course Manual Entry

Training Provider
North American Technician Excellence (1587)

Training
Sample Course (1587 0061)

Sample Course (1587 0061)
Sample description

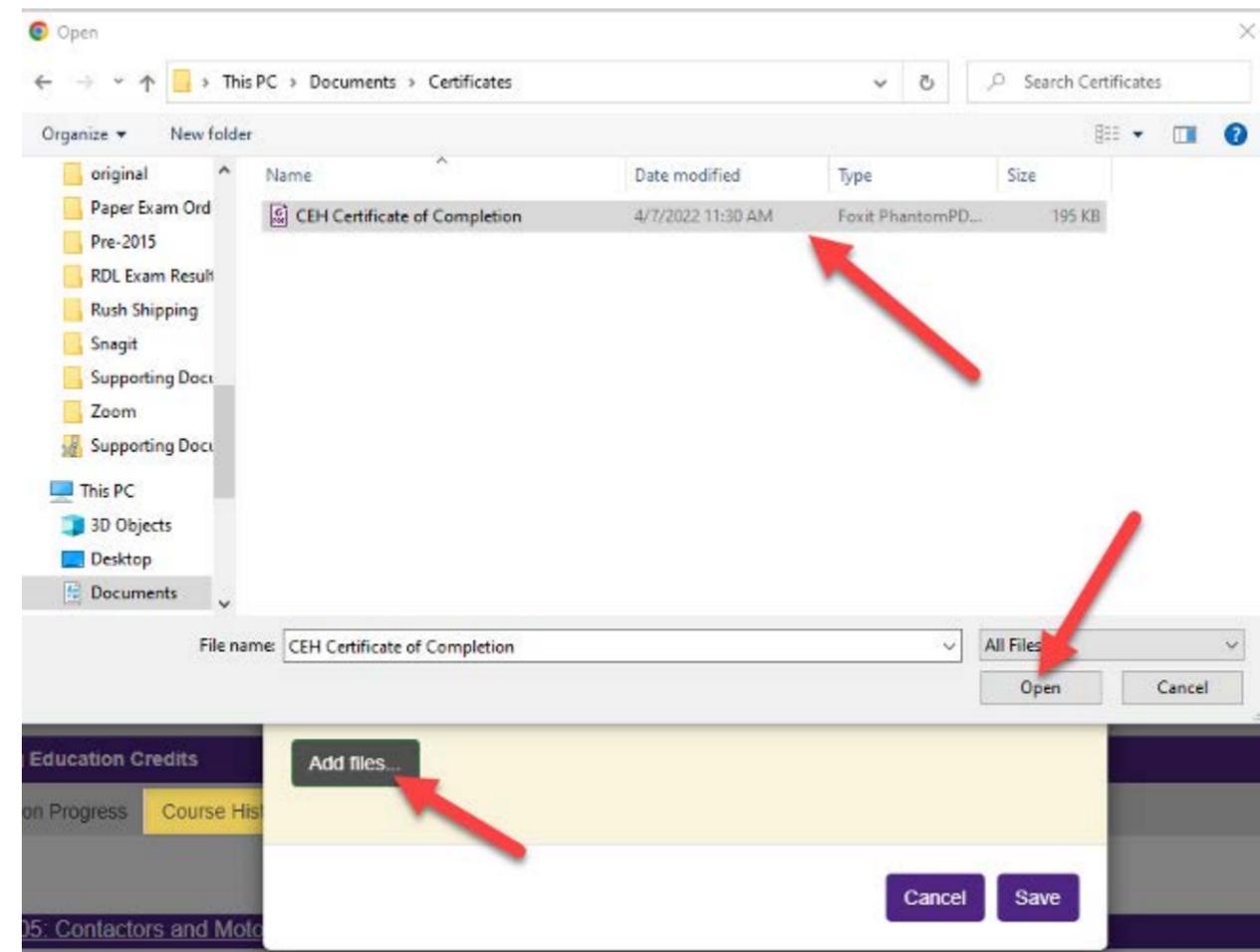
Course Reference Code: 1587 0061
Expiration Date: 11/28/2026
Associated Specialties:

- Air Conditioning Installation - 4 Credit(s)
- Air Conditioning Service - 4 Credit(s)
- Air Distribution Installation - 4 Credit(s)
- Air Distribution Service - 4 Credit(s)
- Air to Air Heat Pump Installation - 4 Credit(s)
- Air to Air Heat Pump Service - 4 Credit(s)
- Certified HVAC Professional - 4 Credit(s)
- Efficiency Analyst Senior - 4 Credit(s)
- HVAC Performance Verifier - 4 Credit(s)

Completion Date
MM/DD/YYYY

Supporting Documentation
Add files...

Cancel Save



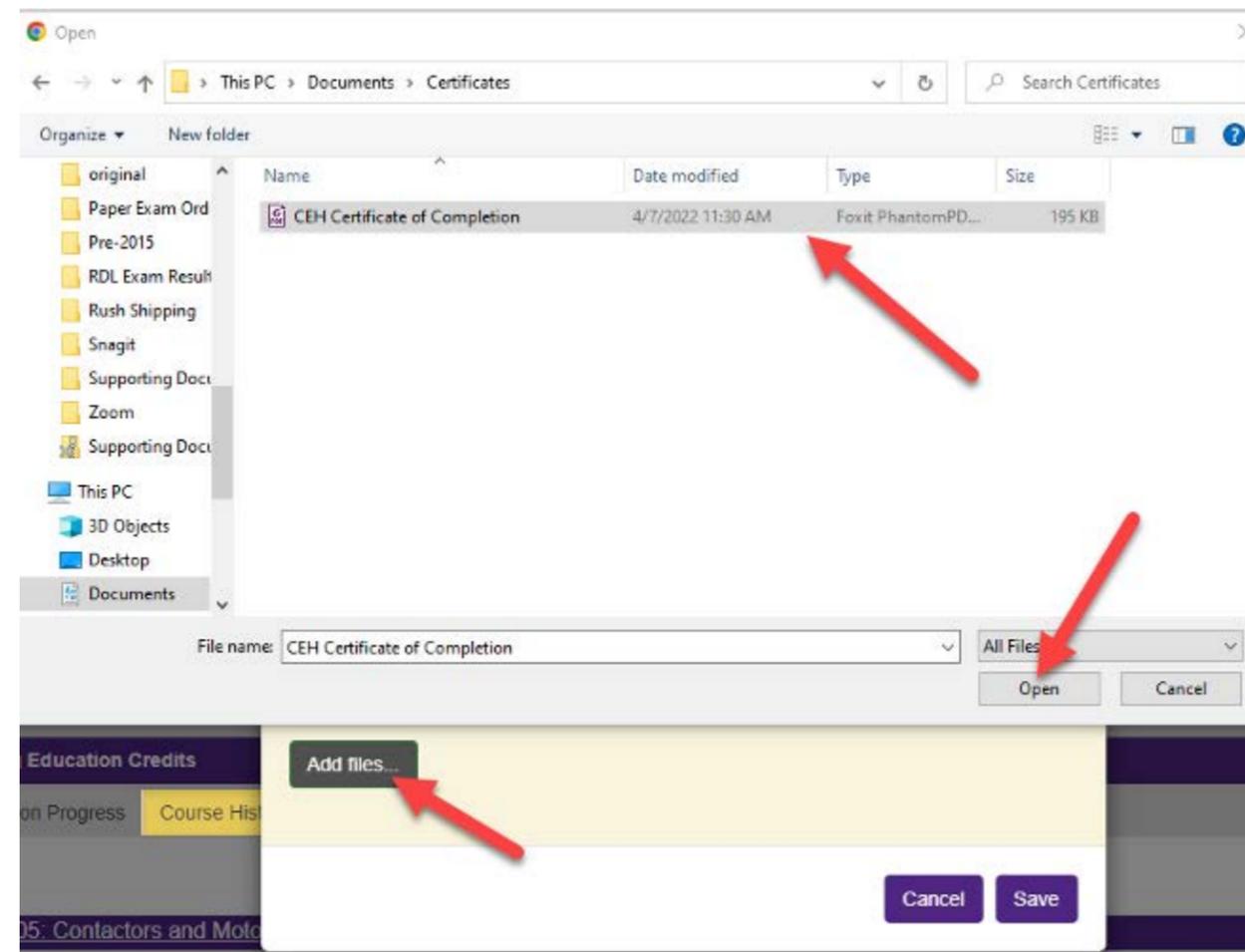
HOW TO SUBMIT COURSE HOURS



- After a course has been submitted, it will be listed under pending credits.
- Once a course has been approved, it will be moved to the Course History tab.
- If a course is rejected, it will remain under the Pending Credits tab. The course can be edited and resubmitted. Clicking on the course name will show the reason the course was rejected.
- Clicking the edit entry button will allow the technician to remedy the problem and clicking save will resubmit the course for NATE review.
- Common reasons courses are rejected: no attached documentation, typos in the date, or a course is not relevant to your specialty.



COURSE PENDING



COURSE APPROVED



Continuing Education Credits

Recertification Progress | Course History | Recertification | **Pending Credits**

[Submit Training](#)

Sample Course - Pending	04/16/2022
Sample Course - Pending After Resubmittal	04/15/2022
Sample Course - Pending After Resubmittal	04/01/2022

COURSE REJECTED



Continuing Education Credits

Recertification Progress | Course History | Recertification | **Pending Credits**

[Submit Training](#)

Sample Course (1587-0061) - Rejected 04/19/2022

[Edit Entry](#)

Credit Rejected - No documentation

Description

Sample description

Provider

North American Technician Excellence

Associated Specialties

Air Conditioning Installation:	4 Credit(s)
Air Conditioning Service:	4 Credit(s)
Air Distribution Installation:	4 Credit(s)
Air Distribution Service:	4 Credit(s)
Air to Air Heat Pump Installation:	4 Credit(s)
Air to Air Heat Pump Service:	4 Credit(s)
Certified HVAC Professional:	4 Credit(s)
Efficiency Analyst Senior:	4 Credit(s)
HVAC Performance Verifier:	4 Credit(s)

Submitted Documentation

EDIT/RESUBMIT REJECTED COURSE



historical exams

22/2015: EPA 608

Organization: North American Te
Venue: Arlington, Virginia
Status: Scored - Failed
Score Report Unavailable
Contact NATE

Continuing Education Credits

ification Progress | Course H

Sample Course (1587-0061) -

Credit Rejected - No document

Description
Sample description
Provider
North American Technician Excele

Associated Specialties

Conditioning Installation:	4
Conditioning Service:	4
Distribution Installation:	4
Distribution Service:	4
to Air Heat Pump Installation:	4
to Air Heat Pump Service:	4

Add/Edit Continuing Education Credit

Training Provider
North American Technician Excellence (1587)

Training
Sample Course (1587-0061)

Sample Course (1587-0061)
Sample description

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- Air to Air Heat Pump Service - 4 Credit(s)
- Certified HVAC Professional - 4 Credit(s)
- Efficiency Analyst Senior - 4 Credit(s)
- HVAC Performance Verifier - 4 Credit(s)

Completion Date
4/19/2022

Supporting Documentation
Add files...

View Score Report

Submit Training

04/19/2022

[Edit Entry](#)