

## How to Recertify Online: ACHA and FACHA in Certemy 2020

**YOU MAY COMPLETE RECERTIFICATION STEPS AT ANY TIME DURING THE YEAR.  
ALL STEPS MUST BE COMPLETED BY 12/31/2020 TO REMAIN IN GOOD STANDING.**

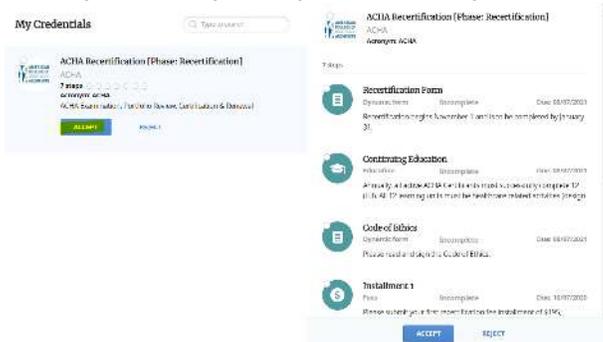
1. Login to your account from the top right of the ACHA [homepage](#). Your username is the email address associated with ACHA. Or you can access the portal [directly](#).



2. Your username is the email address associated with ACHA. If you have not already accessed the portal and changed your password, the standard password is Certemy2020! We recommend you change this for security purposes. Select "Reset password" to have the system email you a link to generate a new password.

A login form titled "Log in to your account" with the instruction "Enter email and password to enter". It includes an "Email:" field with the value "khughey@kellencompany.com", a "Password:" field with masked characters, a "LOG IN" button, and a "Forgot password" link with a "Reset password" button.

3. Select "Accept" to verify your credential and begin the recertification process. If you have already done so, please proceed to step #5.



4. In the pop-up dialogue box, select "Proceed in Certemy."



Do you currently hold this Credential?

If you would like to complete the process for a new credential or renewal of an expired credential, please click **PROCEED IN CERTEMY** to continue.

If you have previously completed all steps required to receive your credential outside of the Certemy platform and wish to upload proof for completion, please select **UPLOAD EXISTING**. (THIS FEATURE SHOULD ONLY BE USED TO PROVIDE A COMPLETE SET OF EVIDENCE, OTHERWISE YOU MUST SELECT PROCEED IN CERTEMY TO COMPLETE ALL REQUIRED STEPS)

CLOSE

UPLOAD EXISTING

PROCEED IN CERTEMY

5. On the left-hand side of the page (ensure our browser window is full-screen), here is a completion status bar which will turn green, yellow, and red as the steps are completed and due.



6. On the right-hand side of the page, each step is outlined with a short description and a due date. Click each step to view the full detailed instructions. You do NOT need to complete them in the order in which they appear.

 ACHA Recertification [Phase: Recertification]  
ACHA  
Accepted  
Acronym: ACHA

Organization Admin

 Katherine Hughey from ACHA has accepted this credential

7 steps

-  **Recertification Form**  
Dynamic form Incomplete Due: 08/07/2021  
Recertification begins November 1 and is to be completed by January 31.
-  **Continuing Education**  
Education Incomplete Due: 08/07/2021  
Annually, all active ACHA Certificants must successfully complete 12 (LU). All 12 learning units must be healthcare related activities
-  **Code of Ethics**  
Dynamic form Incomplete Due: 08/07/2021  
Please read and sign the Code of Ethics.
-  **Installment 1**  
Fees Incomplete Due: 10/07/2020  
Please submit your first recertification fee installment of \$195, including \$10 for processing. If paying in full, proceed to payment
-  **Installment 2**  
Fees Incomplete Due: 12/07/2020  
Please submit your second recertification fee installment of \$185. If paying in full, proceed to payment of installment three.
-  **Installment 3**  
Fees Incomplete Due: 02/07/2021  
Please submit your final recertification fee installment \$180.

7. Select “Recertification Form.” A full listing of all the recertification requirements is listed in the details, including a link to the Accommodation Form. This step allows you to confirm and update contact information, demographics, experience, and licensure details. Select “Complete Now.” For unknown dates, please use the first day of the month; please be as accurate as reasonably possible.

 **Recertification Form**  
⚡ Incomplete ⌚ Dynamic form 📅 08/07/2021

Recertification begins November 1 and is to be completed by January 31.

**ACHA Recertification Requirements:**

- Continuing Education--Certificate holders/Fellows must successfully complete 12 learning unit (LU) hours each year. All 12 learning units must be healthcare related activities (design and construction, education and research, or the practice and management of healthcare). Supporting documentation may be required.
- Evidence of continued practice in healthcare architecture--Affirm evidence of continued practice by selection of a range of percent of time spent on healthcare-related projects (Select: up to 25%, 26-50%, 51-75%, 76-100%). This may include healthcare-related education and research.
- Registration as an architect--Attest to the state(s) and expiration of licensure. Report of suspension/revocation/censure, if applicable
- Payment--Annual payment by credit card of \$550 for ACHA and \$650 for FACHA. New in 2021, three (3) installment fee payment schedule. Processing fees may apply.

Recertification Accommodation Form is located [here](#) on the website.

CLOSE

UPLOAD EVIDENCE DOCUMENT

COMPLETE NOW

8. After step 7 is completed, you will automatically be returned to the credential the home screen which will indicate your updated progress.

The screenshot shows the 'My Credentials' page for ACHA Recertification. On the left, a progress bar indicates 7 steps, with the first step 'ACHA Examination, Portfolio Review, Certification & Renewal' marked as 'In Progress'. On the right, a detailed view of the 'ACHA Recertification [Phase: Recertification]' is shown, including the organization name 'ACHA Accepted' and a message from 'Katherine Hughey from ACHA' stating 'Katherine Hughey from ACHA has accepted this credential'. Below this, a 'Recertification Form' is listed as 'Completed' with a due date of '08/07/2021'.

9. Select “Continuing Education.”

10. A detailed listing of all the continuing education requirements is located on the left-hand side of the screen. We recommend you document a course submission each time you complete an activity; store your supporting documents in the Digital Wallet. This step allows you to select activity type, activity details, and upload required supporting documents. A status countdown is located on the left-side of the screen and will change upon completion of a course submission. You do NOT need to complete a hard-copy of the Self-Report form if you are reporting those activities.

The screenshot displays the 'Submit Hours for Continuing Education Course' form. On the left, the 'Continuing Education' section provides instructions: 'Annually, all active ACHA Certificants must successfully complete 12 LU. All 12 learning units must be healthcare related activities...'. It includes a 'Self-Report Form' link and a progress indicator showing '12 Hours Required' and '0 Hours Completed'. Below this is a table for 'Education step details' with fields for Industry, Speciality, CE type, and CE classification. The main form area contains fields for 'Activity type', 'Hours' (with a note that values should be multiples of 0.5), 'Activity title', 'Activity sponsor/ Provider', and 'Date when the activity was completed'. There is also an 'Upload credential file(s) (up to 5 MB)' section with a file upload button. A 'CONTINUE' button is at the bottom right.

11. At the bottom of the left-hand side of the screen, select the Activity Type for each continuing education activity. Select one (1) of the puzzle pieces: course, self-reported individual activity, or self-reported structured activity. AIA approved-provider courses with pre-approved LU should be logged under Continuing Education Course. Completed activities without approved AIA LU should be logged as self-reported. You may enter all 12 LU in one (1) Continuing Education Course activity if submitting an AIA transcript.

Specific requirements

- Continuing Education Course**  
Min: 0 Max: 12 Submitted: -  
Incomplete
- Self-Reported Individual Activity**  
Min: 1 Max: 12 Submitted: -  
Service: ACHA committee and other industry-related Board professional service (not available to Regents), volunteer work in the industry; Publish: Technical/design research which is published or formally presented in a circulated technical journal or trade magazine (Credit cannot be claimed until that article or paper is actually published); Research/Teaching: Time spent researching, preparing for lectures, presenting, teaching students in healthcare architecture, study-travel; Computers: Time spent learning new computer programs that you can apply towards the profession  
Incomplete
- Self-Reported Structured Activity**  
Min: 1 Max: 12 Submitted: -  
Incomplete

12. After logging an activity, the counter updates and you can view which activity-type was completed and when.

12 Hours Required	2 Hours Completed
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Education step details

Industry:	Other
Speciality:	N/A
CE type:	General CE
CE classification:	N/A
Required hours:	12

Organization Admins

Katherine Hughey from ACHA has processed this step

Specific requirements

- Continuing Education Course**  
Min: 0 Max: 12 Submitted: 2  
Incomplete
- 08/07/2020 01:29 PM**  
CES\_Certificate\_of... 2 Hours

13. After inputting all activities, continue recertification by selecting “Code of Ethics.” Read the Code of Ethics linked in the description. Click “Complete Now.”

**Code of Ethics**  
⚡ Incomplete ⌚ Dynamic form 📅 08/07/2021

Please read and sign the Code of Ethics.

To view online or download click the following link:  
[Code of Ethics](#)

[CLOSE](#) [UPLOAD EVIDENCE DOCUMENT](#) [COMPLETE NOW](#)

14. Complete the attestation and click “Continue.”

**Code of Ethics**  
⚡ Incomplete ⌚ Dynamic form 📅 08/07/2021

Please read and sign the Code of Ethics.

To view online or download click the following link:  
[Code of Ethics](#)

I have read and accept the Code of Ethics. \*

Yes

[BACK](#) [CONTINUE](#)

15. Complete the electronic signature using your mouse as a “pen.” Click “Submit.”

**Code of Ethics**  
 ⚡ Incomplete ⌚ Dynamic form 📅 08/07/2021

Please read and sign the Code of Ethics.

Signature

ACHA

Clear Signatures

BACK SUBMIT

**16. Select "Installment 1." Total fee for ACHA is \$550. Total fee for FACHA is \$650. Please submit your first recertification fee installment. If paying in full, complete installment 1 and then proceed to complete payment of installments two and three. To pay with a check, select "3rd Party Payment" in each installment section.**

**Installment 1**  
 ⚡ Incomplete 💰 Fees 📅 10/07/2020

Please submit your first recertification fee installment of \$195, including \$10 for processing. If paying in full, proceed to payment of installment two and three.

All fees must be paid in full in U.S. dollars. Select "3rd Party Payment" to pay by check. If paying by check, please send payment to:

ACHA  
 P.O. Box 723248  
 Atlanta, GA 31139

<b>Fees</b>	<b>\$195</b>
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**17. If you need to change method of payment within installments 1, 2, or 3, select the appropriate installment step and click "Reset".**

**Installment 2**  
 ⚡ Pending verification 💰 Fees 📅 12/07/2020

3rd party payment option selected  
 test

Please submit your second recertification fee installment of \$185. If paying in full, proceed to payment of installment three.

All fees must be paid in full in U.S. dollars. Select "3rd Party Payment" to pay by check. If paying by check, please send payment to:

ACHA  
 P.O. Box 723248  
 Atlanta, GA 31139

<b>Fees</b>	<b>\$185</b>
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CLOSE RESET CLOSE

**18. Payments will be verified by the ACHA Executive Office for the completion of the recertification process.**

**Installment 1**  
 Fees Pending verification A  
 Due: 10/07/2020  
 Please submit your first recertification fee installment of \$195, including \$10 for processing. If paying in full, proceed to payment

**Installment 2**  
 Fees Pending verification A  
 Due: 12/07/2020  
 Please submit your second recertification fee installment of \$185. If paying in full, proceed to payment of installment three.

**Installment 3**  
 Fees Pending verification A  
 Due: 02/07/2021  
 Please submit your final recertification fee installment \$180.

**19. You will be notified by automated email when you complete each section and when a due date is approaching, almost due, or over-due.**

20. At any time, you can edit your Profile Details and email notification settings by selecting your name at the top right of the page.

