



Annual Renewal Instructions



CAT/CET Renewal Instructions

The following is required to renew your CAT/CET certification:

- Update your profile information. (**Important for sending your Credly badge*)

- Pay your renewal invoice.

- Sign and submit your [CAT Code of Ethics/CET Code of Ethics](#)

- Submit a minimum of 10 CE's in any one of the following combinations:
 - 9 CE's and 1 Safety Credit **Or**
 - 8 CE's and 2 Safety Credits **Or**
 - 7 CE's and 3 Safety Credits

Step 1: Logging In

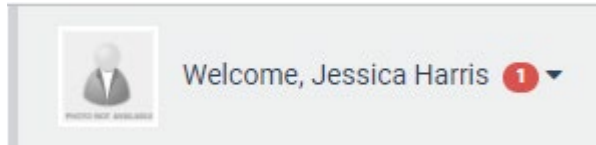
- Click on the NAEC Account Link.
 - [National Association of Elevator Contractors Inc. \(site-ym.com\)](http://www.naec.com)
 - If you need help logging in, please contact the Certification Department at certification@naec.org

The screenshot shows the NAEC website's Member Login page. At the top, there is a navigation bar with links for 'Print Page', 'Contact Us', 'Report Abuse', 'Sign In', and 'Join NAEC', along with a search bar. The NAEC logo is on the left, and the slogan 'RISE ABOVE' is on the right. Below the navigation bar, there are links for 'About Us', 'Member Directory', 'News and Press Room', 'Career Center', and 'NAEC Main Website'. The main content area is titled 'Member Login' and includes a welcome message, a sign-in form with fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Sign In' button. There are also links for 'Forgot your password?' and 'Haven't registered yet?'. To the right of the login form, there are three sections: 'Latest News' (with a 'more' link), 'Calendar' (with a 'more' link), and 'Featured Members'.

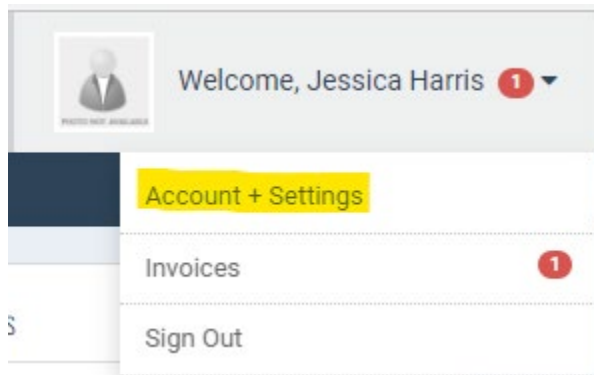
Now that you have logged in, you are looking at your NAEC Feed.

Step 2: Updating Profile

- In the top right-hand corner, Click on the down arrow beside the **Welcome, first name last name.**




- **Click on Account + Settings on the drop-down**










- Update the following information in order.
 - Primary Email Address
 - Home Address
 - Email Address to receive your Credly Certification Badge
 - Employer Name

Examples shown below.

○ Account Information

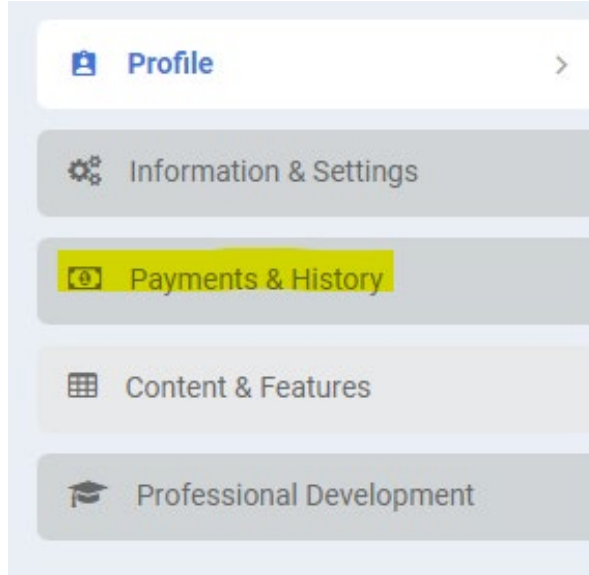
Account Information	
Your Personalized URL	(create a personalized url)
Username	(change)
Password	(change)
 E-Mail Address *	<input type="text"/>
Confirm E-Mail *	<input type="text"/>
Email Preference	Manage Email Preferences

○ Personal Information

Personal Information	
Full Name *	<input type="text" value="Chad"/> <input type="text" value="Constable"/>
 Home Address	<input type="text"/>
 Home Address Cont.	<input type="text"/>
 City/Town	<input type="text"/>
 State	<input type="text"/>
 Postal Code	<input type="text"/>
 Country	<input type="text"/>
 Renewing Candidates: Please provide the email address to receive your Credly Badge. *	<input type="text"/>

Step 3: Paying Renewal Invoice

- On the left-hand tab, click **Payments & History**



- Click the box beside the dollar bill symbol. Once selected, the **Pay Selected Invoices** will turn blue which you will then click.

[Invoices](#) | [Event Registrations](#) | [Membership](#) | [Donation History](#)

Filter by status:

Store & Events

<input type="checkbox"/>	<u>Order Date</u>	<u>Status</u>	<u>Name on Invoice</u>	<u>Invoice Type</u>	<u>Total</u>	<u>Balance</u>
<input checked="" type="checkbox"/>	7/1/2023	Open	[Redacted]	Store Order	[Redacted]	[Redacted]

Pay Selected Invoices

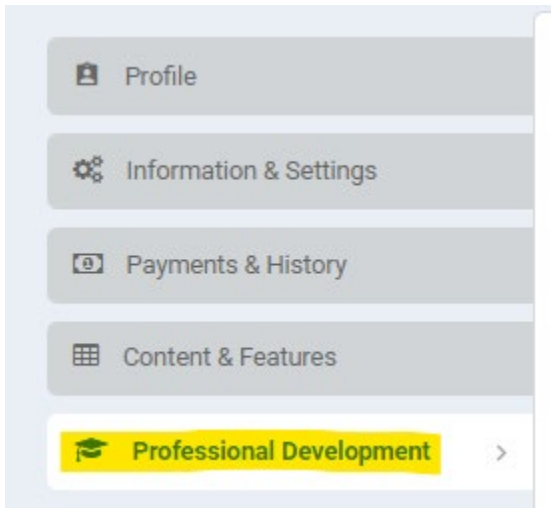
- Enter the credit card information and provide the billing address for the specific credit card in use. Select Submit Payment when completed.

Payment Information	
Payment Amount *	<input type="text"/>)
Payment Type	Credit Card
Name on Card *	<input type="text"/> <input type="text"/> FIRST / M.I. LAST
Card Type *	<input type="text"/> ▼
Card Number *	<input type="text"/>
Card CVV Number *	<input type="text"/>
Exp. Date *	<input type="text"/> / <input type="text"/>
E-mail Address *	<input type="text"/>
Organization:	<input type="text"/>
Address:*	<input type="text"/> <input type="text"/>
City/Town:*	<input type="text"/>
Country: *	<input type="text"/> ▼
State: *	<input type="text"/> (Reset)
Postal Code:*	<input type="text"/>
Phone:*	<input type="text"/>

*** NAEC no longer charges the 3% processing fee when paying with a credit card.**

Step 4: Submitting CAT/CET Credits & Code of Ethics

- On the left-hand tab, click **Professional Development**



*If you have other certifications with NAEC, you will see your past journal entries.

- To upload your CAT/CET credits, click **+Add Entry**

[+ Add Entry](#)

- You will now fill out your journal entry.

Is this entry for a Certificate or Program? * Yes No

Certification/Program * ? 2024/2025 CET Certification Renewal ▼

Credit Type * ? CET Certification Safety ▼

Entry Date * ? 9/9/2024 📅

Description * ? CET Safety: NAEC - Fall Protection

Credits * ? 1

Credits Expire ? 12/31/2024 📅

Score (%) ? (if applicable)

Activity Code ?

Status Pending ▼

Message to Member

Locked * ? Yes No

Attachments ? Choose File No file chosen

Submit Cancel

- Certification/ Program: **2024/2025 CAT OR CET Certification Renewal**
- Credit Type: Certification CE, Certification Safety, or Code of Ethics
- Description: Your Certification (CAT/CET) CE **OR** Safety: Course Provider- Name of course (Example provided below)
- Credits: Credits earned
- Attach course certificate and click submit.

Notice*

One entry equals one certificate. If you are submitting a certificate that provides CE and Safety credit, that same certificate must be uploaded twice.

Example: 2024: NAESA - 10-Hour Code Update

Entry 1: CET CE: NAESA – 2024 10 Hour Update (9 CE credits)

Entry 2: CET Safety: NAESA -2022 10 Hour Update (1 Safety credit)