



ABGC is excited to announce the launch of its *Online Recertification System!*

The system allows diplomates to:

- **Enter and track online continuing education activity**
- **Complete the entire recertification process online**

How it works

To access the Online Recertification System, click on the [ABGC Member Login](#) button on the ABGC website. You will need to use your Member ID # as the LOGON and your current password. If you have never changed your password, use **ABGC12** as the password. If you have not changed your password we recommend that you do so for security purposes.

Once you have logged in, click "Recertify" in the upper right corner to begin entering continuing education credits earned. The "My CEUs/PACs Summary" page will appear. You may enter CEUs/PACs at any time prior to your certification expiration date and the system will save and store the information for you. After you have entered your CEU information, it will be visible on the "CEUs/PACs Summary Table" at the bottom of the screen. You may enter information into the system, save the CEU information and come back at a later time to complete the process.

As you enter your continuing education activity, the accumulation of credits will be updated automatically. Once you meet the required minimum 25 CEUs, the "Recertify" button will be activated and you can click it. If you owe CMF fees for previous years or the current year, you will be prompted to pay the outstanding CMF fees online before you can recertify. **Although you may enter CEU/PAC activity at any time, you may ONLY recertify in the year that your current certification is set to expire.**

After the system processes your recertification information, you will receive a confirmation online and via email that the recertification process is COMPLETE and you have not been selected for an audit or you will be notified you have been selected for AUDIT*. If your recertification is complete, your electronic account will automatically be updated with your new certification expiration date. ABGC will mail your new certificate reflecting the new expiration date within 30 days of recertifying. **All new certificates will be issued for a five-year period** ending on December 31st.

We recommend opening www.abgc.net in Internet Explorer v8 or v9 for optimal viewing. Although accessible using other browsers, some members have reported unusual layouts of the ABGC Member Login screen when using Google Chrome. If you change your password, follow the on-screen instructions regarding closing and reopening your browser.

If you have any questions, please email the ABGC Executive Office at info@abgc.net or call (913) 895-4617.

A **RANDOM SAMPLE of recertification applications will be selected for **audit** to confirm the validity of all CEUs/PAC information submitted. If you are selected for an audit you will be required to submit all documentation of attendance and activity to support your claimed CEU/PAC credits, please retain all documentation. For information on the appropriate documentation for each CEU/PAC credit, go to [PAC Table](#).*