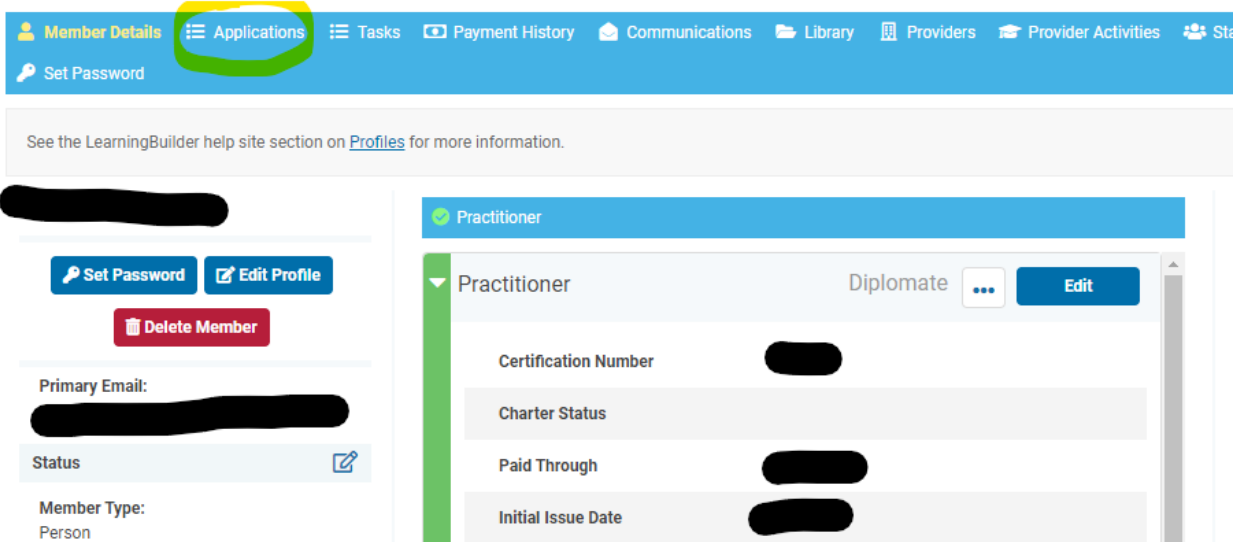


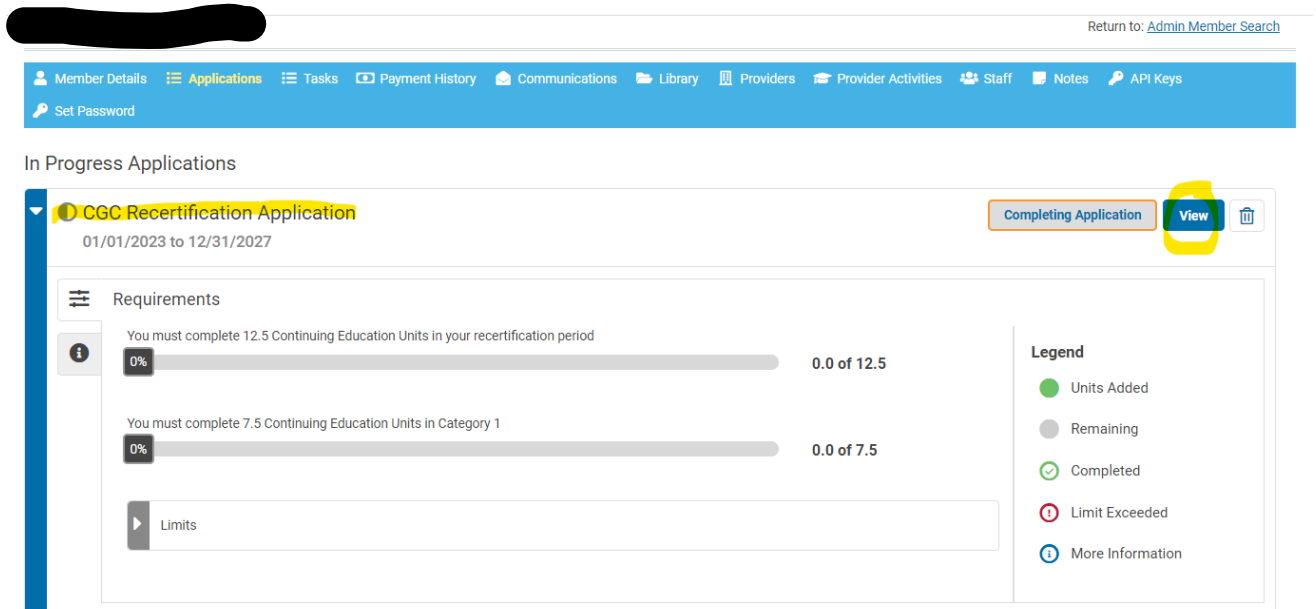
Sending a Verification Letter from your ABGC Portal

1. Sign into your account
2. Select you "applications" tab:



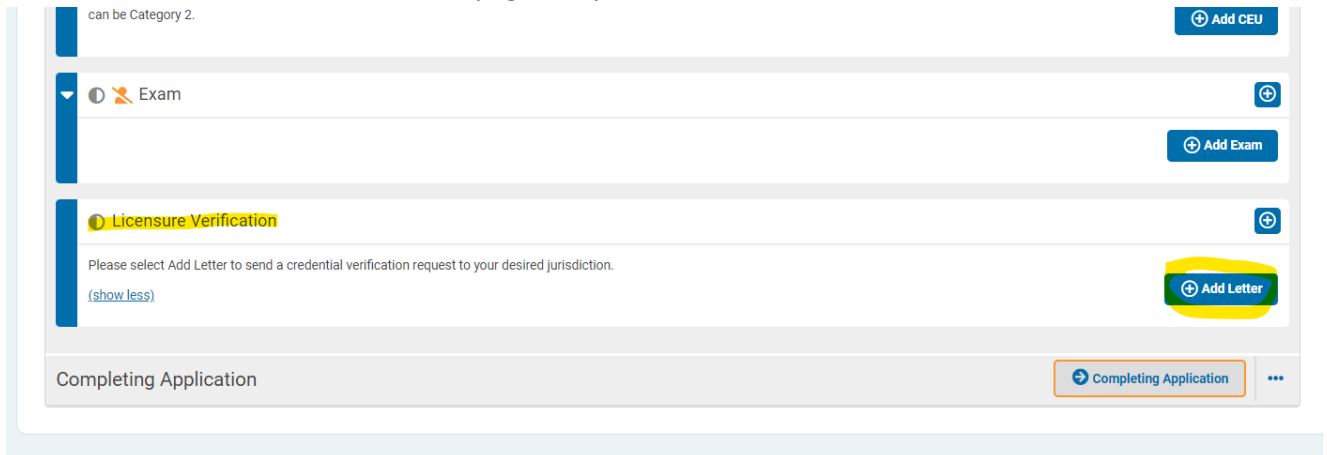
The screenshot shows the 'Applications' tab selected in the top navigation bar. Below the navigation bar, there is a message: "See the LearningBuilder help site section on [Profiles](#) for more information." The main content area is divided into two sections. On the left, there are buttons for "Set Password", "Edit Profile", and "Delete Member". Below these are fields for "Primary Email:" (redacted), "Status" (with an edit icon), and "Member Type: Person". On the right, there is a "Practitioner" section with a "Diplomate" status and an "Edit" button. Below this, there are four rows of information: "Certification Number" (redacted), "Charter Status", "Paid Through" (redacted), and "Initial Issue Date" (redacted).

3. Click on the blue 'View' button on the right-hand side of your CGC Recertification Application section:

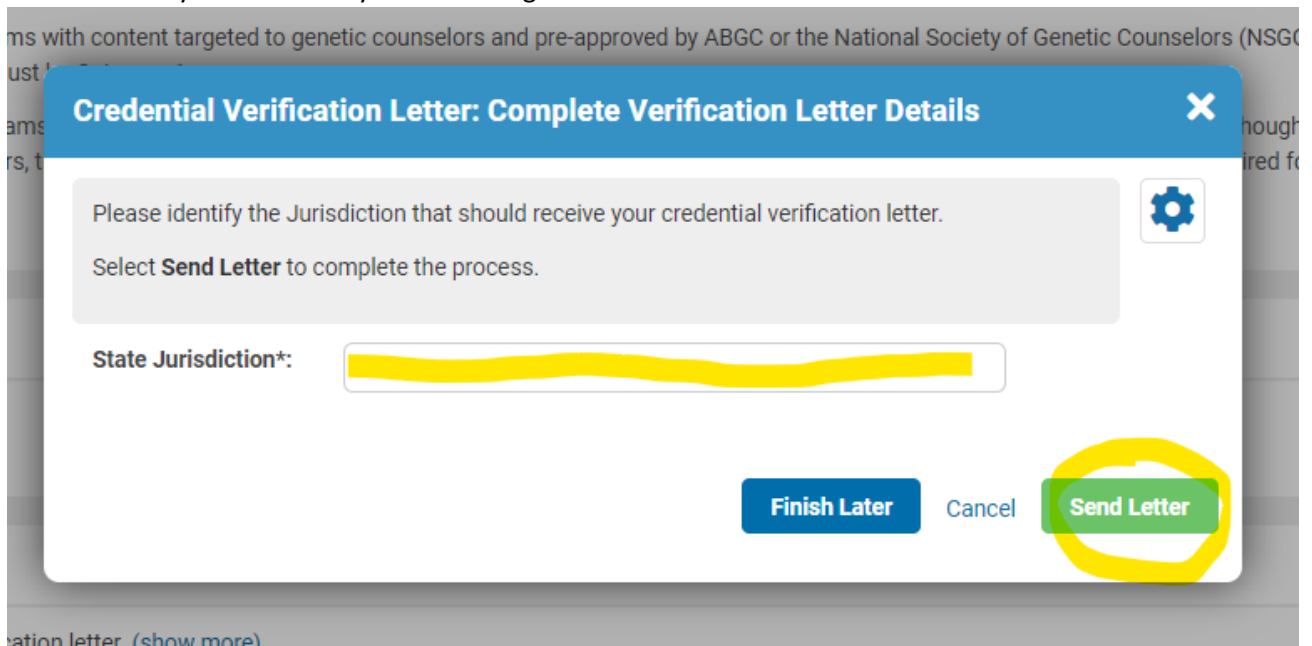


The screenshot shows the 'In Progress Applications' section. At the top right, there is a link: "Return to: [Admin Member Search](#)". Below this is the navigation bar with "Applications" selected. The main content area shows a "CGC Recertification Application" for the period "01/01/2023 to 12/31/2027". There are buttons for "Completing Application" and "View" (highlighted with a yellow circle). Below this, there is a "Requirements" section with two progress bars. The first bar is for "You must complete 12.5 Continuing Education Units in your recertification period" and shows "0%". The second bar is for "You must complete 7.5 Continuing Education Units in Category 1" and also shows "0%". To the right of the progress bars is a "Legend" section with four items: "Units Added" (green circle), "Remaining" (grey circle), "Completed" (green checkmark), and "Limit Exceeded" (red circle with exclamation mark). Below the legend is a "Limits" section with a right-pointing arrow.

4. Scroll to the bottom of the new page and you will see a section called 'Licensure Verification':



5. Click on the 'Add Letter' button. When you select 'Completing Letter' you will be able to type in the State you would like your letter to go to:



6. Once you see the state, you will select it and hit 'Send Letter.'

7. You're done!

8. You will have a copy of this request in your communications tab on your dashboard for your records as well.