

Recertification of your BMSC credential requires you to complete 20 continuing education units (CEUs) each year between the anniversary of your date of certification and the certification expiration date. Ten (10) are earned through educational activities; ten (10) are earned by completing two online self-assessments.

It is the credential holder's responsibility to report his or her educational activity CEUs to BMSC by entering them in the CEU Tracker on the AHCC website. Self-assessment CEUs will be uploaded once you successfully pass the assessments and will appear in your tracker within **three (3) business days**. DO NOT ATTEMPT TO ADD THE SELF-ASSESSMENTS TO YOUR CEU TRACKER YOURSELF.

Once the required 20 CEUs are in your tracker, you can complete the recertification process.

HOW TO ACCESS YOUR ONLINE SELF-ASSESSMENTS

Please follow the instructions below to access your self-assessments.

1. Go to <http://bmsc.coursewebs.com/cart/>
2. Select the self-assessments you want to register for by clicking on "Add to cart"
3. Next click on "Checkout," located in the bar above on the right-hand side
4. When prompted, select "I already have an account with BMSC"
5. Enter your User ID and Password, which are:

User ID: Six or Seven digit candidate ID (found in the upper right corner after logging in to the AHCC website: <https://ahcc.decisionhealth.com/>)

Password: First two letters of your last name lowercase, plus your candidate ID
(Ex: candidate with the last name "Smith" would be: sm123456)

****Note** that if your User ID and Name do **not** match the information on the AHCC website, you will not receive credit for your self-assessments. Please verify that the information is correct before you proceed. If you have trouble logging in, you can always click "Recover password." You will be prompted for your User ID and Email – fill in these fields and your password will be resent.**

6. Review your selection and click on "Complete Enrollment"
7. A confirmation page will display
8. Click on "Continue to view your courses"
9. Click on the "Launch" tab next to the Self-assessments
10. Click on "Exams" to start your exam

****If you take the self-assessments for a certification you currently do not hold, the self-assessments and CEUs associated to the certificate are invalid. You may not use the CEUs towards another certification/re-certification held through BMSC or another organization.**

If you have any questions or concerns, call customer service at 1-855-225-5341.