

Instructions for Completing and Submitting the AFTE Recertification Forms (PDF Versions)

PLEASE READ BEFORE FILLING OUT FORMS

There are two forms you may use when applying for AFTE recertification: the *AFTE Recertification Application* (required) and the *AFTE Video Training Summary Form* (if applicable). These PDF fillable forms have been programmed to (hopefully) save both you and the members of the Certification Committee some time and effort if you follow these instructions. For general information regarding the recertification process, refer to the [AFTE website](#).

Completing the PDF Recertification Application

You may choose to complete the PDF Recertification Application either electronically or by printing it out and filling it in by hand. The instructions below apply mostly to completing the form electronically.

Start by selecting (left click) any empty data field to enter text into it. Most of the fields are formatted to resize the text automatically in order to accommodate long entries, if necessary. Fully complete the top portion of the first page with the requested information. Include the mailing address where you want your recertification certificate sent. Click the check boxes for the subject areas in which you're applying for recertification and check the appropriate boxes if any late fees apply. Enter the correct amount in the "Total Due" field. Remember to choose a payment option. *PayPal is the method of payment preferred by the Certification Committee.* If paying by PayPal, remember to go to the [AFTE Online Store](#) to make the payment.

Fill in the indicated information for each qualifying activity you have participated in over the past five years since becoming certified or recertified. For your convenience, the recertification point schedule for each recognized activity type is included on the application immediately preceding the relevant data entry tables. As directed for a particular activity, enter the date(s) (mm/dd/yy format), description, activity type, and time spent. You must enter the correct number of Continuing Education Units (CEUs) in the "CEUs" column. *Use numerals and decimal points only in the "CEUs" column; no special characters.* The total number of CEUs claimed for each category will automatically tabulate at the bottom of each category, and the grand total of CEUs will automatically tabulate in the box toward the end of the application under the heading "Total CEUs." This form does not automatically cap the number of CEUs being claimed for a single activity entry according to the maximums indicated in the point schedule, nor does it track the cumulative totals for multiple entries of the same activity type. Therefore, ***please be careful not to exceed the designated maximum number of CEUs allowed per recertification period for any particular activity type.***

The fields with buttons on the right side signify those with drop-down lists; simply select the appropriate entry from the list to fill in the field. To clear the field, select the blank space at the top of the list. The drop-down lists for the "Type" fields include codes that

indicate what category of activity is being claimed. If completing the application by hand, please use these codes as well (they are listed immediately above their respective tables, if applicable).

Please note that in the table relating to categories B.1.a. & b., there is a column labeled "Hrs/Yrs." If these categories pertain to you, the number of hours or years spent on the claimed activity is entered depending on the activity type listed. Read the instructions for the "Type" codes immediately preceding the table to see which measure of time is applicable for the activity being claimed. Under A.1.a., if claiming credit for viewing video recordings of presentations from past AFTE Training Seminars, you must transcribe the number of CEUs from the completed the Video Training Summary Form (see below).

Leave the fields blank for any category that may not pertain to you.

Summarize all of the annual proficiency tests you have successfully completed during the five-year recertification cycle for each of the relevant subject areas, following the instructions on the application under Section C., "Proficiency Testing Certification." Use the "Comments" field at the end of the form to describe any unusual issues with proficiency testing or any of the activities being claimed on the application. If your recertification application is due before you have received the results for one of your last proficiency tests, note this in the "Comments" field and submit your application by the deadline (see below).

Clearing the Application or Individual Fields:

There is a "Reset Form" button on the last page of the application. When clicked, this button will delete all of the information that was entered into the data fields (unlike the Microsoft Excel-based version of the application, no dialog box will appear confirming the reset after the button is activated). Before clicking this button, be sure you want to completely erase all of the information you have entered, because this action cannot be undone. You can also manually delete any individual entries as needed.

Completing the PDF Video Training Summary Form

If you wish to claim recertification credit for viewing video recordings of presentations from past AFTE Training Seminars which you did not attend (per section A.1.a. of the Recertification Point Schedule), you must complete the Video Training Summary Form. For each presentation, fill out one of the numbered sets of entry blocks (one per page). Enter the seminar year and location, date(s) viewed (mm/dd/yy format, separated by hyphens if necessary), title of presentation, speaker(s), and approximate duration of the presentation. A minimum 250-word summary for each presentation viewed is required. In the "CEUs" field, enter 0.5 for each completed entry block. The total number of CEUs will automatically be totaled on the last page. The total numbers of CEUs must then be transcribed into the "Total CEUs" box under Section A.1.a. on the Recertification

Application. The "Reset Form" button works the same way as for the PDF Recertification Application.

You must submit the completed and signed Video Training Summary Form with the Recertification Application. There are a total of 48 entry blocks on the form (48 x 0.5 CEU = 24 CEUs, the maximum allowable in a single recertification period). Omit any pages without entries and submit only pages with entries and the last page (signature page).

Submitting the Recertification Packet

Application packets should be submitted 60 days prior to the five-year anniversary of your original certification date or previous recertification date. After the packet has been completed, the signature page(s) must be signed and dated by you and an official from your laboratory who is familiar with your participation in the activities and proficiency tests listed. If independent, you may have them signed by another individual who is familiar with your activities. If doing the latter, have this individual write their phone number and email below their signature.

Supporting documentation, such as that suggested in the application, must be submitted to support all activities being claimed. Proficiency test documentation does not need to be submitted, but must be maintained and made available if requested. The completed, signed Recertification Application (not to include these instruction pages), Video Training Summary Form (if applicable), and supporting documentation may be scanned and emailed to the Chair of the Certification Committee or printed out and mailed. The contact information for the current Chairperson can be found [here](#).

All recertification applicants are strongly encouraged to submit their application packet and supporting documentation electronically, if possible. If emailing, also include an electronic copy of the completed PDF version of the application and a copy of your PayPal receipt (if applicable). If you are paying by check but submitting the application and documentation electronically, the check may be mailed separately, but write "AFTE Recertification Payment" or something similar in the memo field of the check. Make and keep a copy of your packet for your records.

Please refer to the AFTE recertification policy for information regarding late filing of applications.