

# ACDT Recertification Purchases (Practice Discount)

1<sup>st</sup>

- Purchasing recertification for your staff will actually be a very similar process to their initial enrollment purchase. You may use the provided [link](#) to purchase recertification for individual staff members at the discounted rate of \$29/each.

2<sup>nd</sup>

- Immediately after transaction is complete, our payment processor will contact us with confirmation of your order. We will then email you a copy of your practice's unique recertification enrollment link.
- If a recertification enrollment link has already been created and you're simply re-ordering, we will instead email confirmation that your account has been updated to reflect the additional enrollments purchased.

3<sup>rd</sup>

- You will then forward your practice's recertification enrollment link to those staff members who need to register.
- **Please note that they are reminded on the registration page that they should only enroll if within 8 weeks of their current certificate expiration.**

4<sup>th</sup>

- After recertification testing is successfully completed, we notify the individual staff member as well as 'cc' the purchaser (typically their practice manager). This email will include confirmation of successful completion as well as a PDF copy of the renewed certificate.