

YOUR GUIDE
TO THE
RECERTIFICATION PROCESS

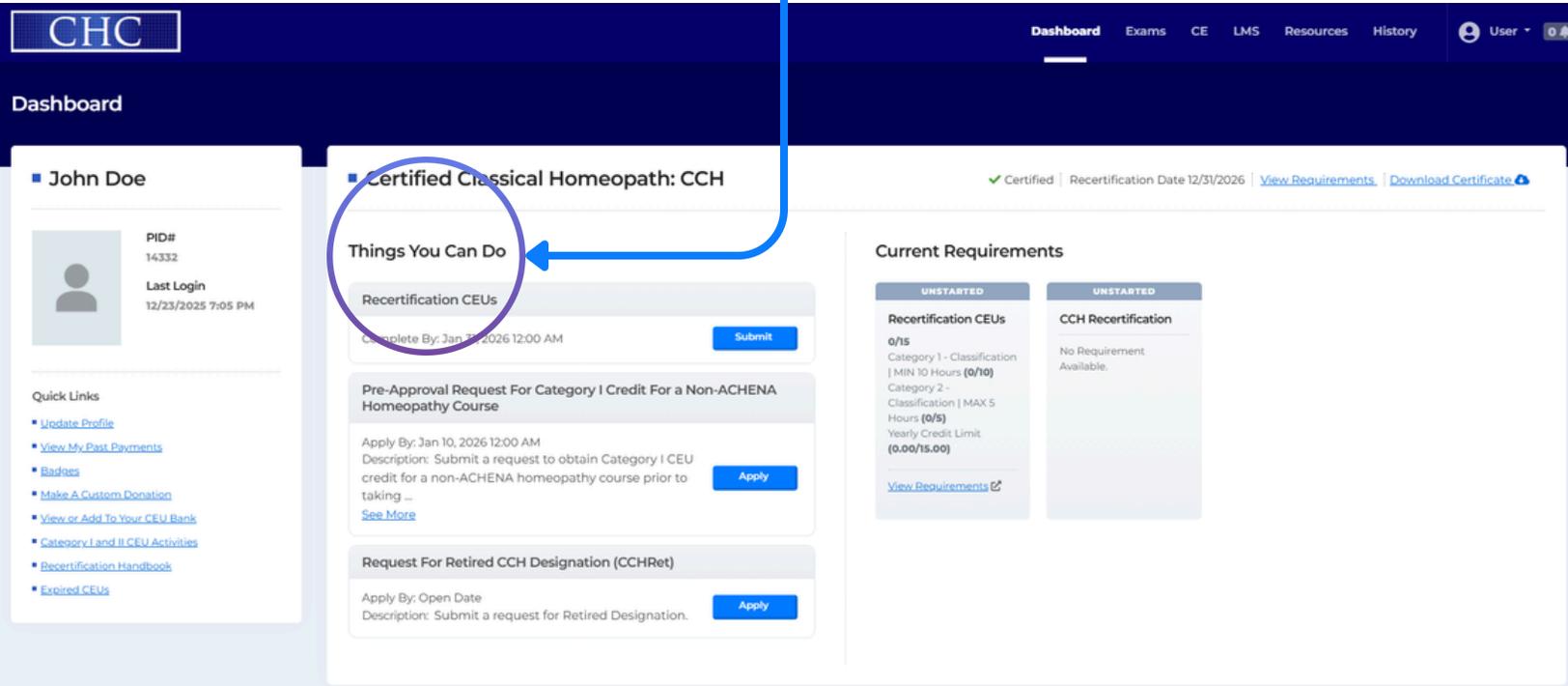


TOUR OF THE USER DASHBOARD



THINGS YOU CAN DO ON THE MAIN DASHBOARD

This section shows all current applicable applications available to you, based on your certification status.



Things You Can Do

Recertification CEUs

Complete By: Nov 30, 2026 12:00 AM [Submit](#)

Pre-Approval Request For Category I Credit For a Non-ACHENA Homeopathy Course

Apply By: Jan 10, 2026 12:00 AM
 Description: Submit a request to obtain Category I CEU credit for a non-ACHENA homeopathy course prior to taking ... [See More](#)

[Apply](#)

Request For Retired CCH Designation (CCHRet)

Apply By: Open Date
 Description: Submit a request for Retired Designation.

[Apply](#)



REQUIREMENTS AREA OF THE DASHBOARD

This section shows ‘cards’ for any requirements applicable to you. For example, if you are an actively certified homeopath, you will see the requirement to upload 15 CEUs and submit your Recertification Application*. If your certification has lapsed, you will see a requirement to fulfill the requirements to reactivate your lapsed certification. If you are a new applicant, you will see requirements pertaining to your exam application or your exam registration.

This is what your dashboard cards will look like if you are an actively certified homeopath who needs to submit their annual recertification.

Things You Can Do

2026 CCH Recertification

Due: Jan 31, 2026 11:59 PM [Renew](#)

Recertification CEUs

Complete By: Jan 31, 2026 11:59 PM [Submit](#)

Pre-Approval Request For Category I Credit For a Non-ACHENA Homeopathy Course

Apply By: Jan 10, 2026 12:00 AM

Description: Submit a request to obtain Category I CEU credit for a non-ACHENA homeopathy course prior

[Apply](#)

Current Requirements

UNSTARTED

Recertification CEUs

0/15

Category 1 - Classification | MIN 10 Hours **(0/10)**

Category 2 - Classification | MAX 5 Hours **(0/5)**

Yearly Credit Limit **(0.00/15.00)**

[View Requirements](#)

UNSTARTED

CCH Recertification

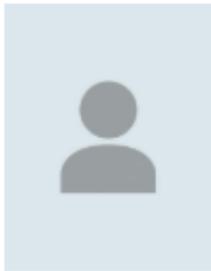
2026 CCH Recertification

*If you've successfully completed your Recertification Application, you may also download your certificate in this section.

USER PROFILE AND QUICK LINKS AREA OF THE DASHBOARD

This section includes your profile information which you can update at any time.
'Quick Links' lists links you might need to access frequently.

■ John Doe



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Last Login
12/23/2025 7:05 PM

Quick Links

- [Update Profile](#)

- [View My Past Payments](#)
- [Badges](#)
- [Make A Custom Donation](#)
- [View or Add To Your CEU Bank](#)
- [Category I and II CEU Activities](#)
- [Recertification Handbook](#)

■ John Doe



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Quick Links

- [Update Profile](#)

To update your profile photo, click on the photo icon and then hit the 'Upload Image' button.

CHC

HOW TO ADD CEUS - THERE ARE THREE WAYS

The screenshot shows the CHC dashboard for a user named John Doe. The top navigation bar includes 'Dashboard', 'Exams', 'CE', 'LMS', 'Resources', and 'History'. The 'CE' link is circled in blue with the number '2'. The main content area is titled 'Certified Classical Homeopath: CCH' and includes a 'Recertification CEUs' section with a 'Submit' button circled in blue with the number '1'. On the left, a 'Quick Links' section is circled in blue with the number '3', containing links such as 'Update Profile', 'View My Past Payments', 'Badges', 'Make A Custom Donation', 'View or Add To Your CEU Bank', 'Category I and II CEU Activities', and 'Recertification Handbook'. The 'View or Add To Your CEU Bank' link is highlighted with a blue arrow pointing to the 'Submit' button in the 'Recertification CEUs' section.

1. Click 'Submit' beside your Recertification CEUs bank.

Things You Can Do

Recertification CEUs

Complete By: Nov 30, 2026 12:00 AM

[Submit](#)

2. Click 'CE' in the top menu

3. Click 'View or Add To Your CEU Bank' under 'Quick Links'

Quick Links

- [Update Profile](#)
- [View My Past Payments](#)
- [Badges](#)
- [Make A Custom Donation](#)
- [View or Add To Your CEU Bank](#)
- [Category I and II CEU Activities](#)
- [Recertification Handbook](#)



ABOUT THE CEU BANKS

There Are Two CEU Banks:

1. **Recertification CEUs:** these are automatically applied to your current recertification requirements.
2. **Unused CEUs:** this is an optional tool for users to use to upload and save CEUs you're not ready to use yet.

Your Unused CEUs

Credits Currently Earned: 12

[Add New](#)

Name	Description	Completion Date	Credit Amount	
Homeopathy 201	Remaining (rollover) CEUs after 2025 recertification. -Note to self.	2/02/2025	8	View
Homeopathy 101	Remaining CEUs after 2025 recertification.	1/02/2025	4	View

Recertification CEUs

Credits Currently Earned: 15

[Add New](#)

Name	Description	Completion Date	Credit Amount	
Homeopathy 201		2/02/2025	5	View
Homeopathy 101		1/02/2025	10	View

IMPORTANT

All CEUs added to your Recertification CEUs bank will be automatically applied towards your CEU requirements for the current recertification cycle.

You can move CEUs out of this bank up until the Recertification deadline, as long as you have not submitted your Recertification Application.

Rollover CEUs will not be calculated, and everything within the Recertification CEUs bank will be applied to your Recertification requirements, even if you submit 'extra' CEUs. So, if you wish to save any extra CEUs to use for the next year, you must only put in the number of CEUs you wish to apply to the current year. Then, you can upload the activity to your Unused CEUs bank with the remaining CEUs to be used next year (as displayed in the image above).

For example, in the image above, Homeopathy 101 is listed in both CEU banks, but with different 'Credit Amounts'.

CHC

HOW TO ADD CEUS

Click the green 'Add New' button above the CEU List



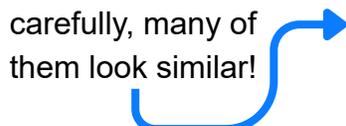
■ Recertification CEUs

Credits Currently Earned: 0

Name	Description	Completion Date
There is no continuing education entered for this type.		

Complete all required portions of the Edit CE section (denoted with a red asterisk). Ensure that all information matches the supporting document that you will upload at the bottom of this popup.

Learning Format is the section where you will choose which type of Category I or II activity you are uploading. Review our CEU Activities Table if you need further clarification. Read these carefully, many of them look similar!



Edit CE

■ CERTIFICATE * Certified Classical Homeopath

■ ACTIVITY/COURSE * Homeopathy 101

■ DESCRIPTION I took an ACHENA approved course with the ACHENA logo, and it taught me all about homeopathy.

■ DATE COMPLETED * 1/2/2025

■ CREDIT AMOUNT * 10

■ LEARNING FORMAT * Category 1 - Homeopathy Post-Graduate Course or

■ CE CLASSIFICATION * Category 1

■ ACCREDITATION PROVIDER ACHENA

■ LOCATION * Online

■ SUPPORTING DOCUMENTATION - PDF, JPG, JPEG, PNG, GIF ONLY *
Test Recertification - Copy (9).png

■ ATTESTATION *
 THE INFORMATION I'VE ENTERED IS ACCURATE AND TRUTHFUL.
I attest that the information uploaded is true and accurate

'CE Classification' will either be Category I or Category II, based on the Learning Format you selected. Remember that Category I Post Graduate courses must be ACHENA approved or have been previously approved by the CHC-CPD Committee.



You'll upload your supporting document file from your computer here. Many people find it helpful to have a folder on their computer specifically for their CEU documents.



Don't forget to check the box next to the attestation and click 'Save'.



HOW TO EDIT OR MOVE CEUS FROM ONE BANK TO ANOTHER

■ Recertification CEUs

Credits Currently Earned: 15

[Add New](#)

Name	Description	Completion Date	Credit Amount	
Homeopathy 201		2/02/2025	5	View
Homeopathy 101		1/02/2025	10	View

Click 'View' to the right of the CEU Activity within the bank

Edit CE

Change the CEU bank selection from the form dropdown menu options

- CERTIFICATE *
- CE TYPE *
- ACTIVITY/COURSE *
- DESCRIPTION
- DATE COMPLETED *
- CREDIT AMOUNT *
- LEARNING FORMAT *
- CE CLASSIFICATION *
- ACCREDITATION PROVIDER
- LOCATION *
- SUPPORTING DOCUMENTATION - PDF, JPG, JPEG, PNG, GIF ONLY * [Test Recertification - Copy \(10\).png](#)
 DELETE FILE ?
- ATTESTATION * THE INFORMATION I'VE ENTERED IS ACCURATE AND TRUTHFUL.
I attest that the information uploaded is true and accurate

Click the green 'update' button at the bottom of the page

Delete

Update

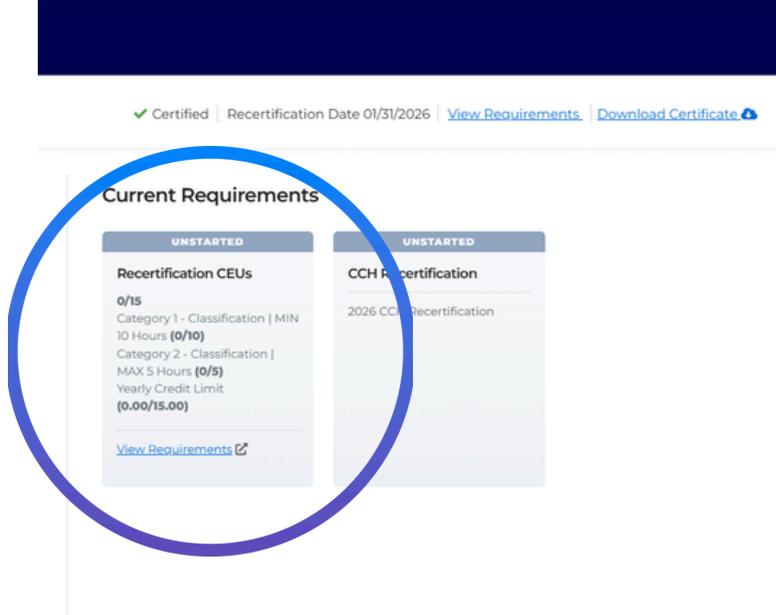
NOTE: If a CEU has already been used for a submitted recertification application it cannot be moved or edited.



HOW TO RECERTIFY

Step 1

On the main dashboard, check the CEU Requirements card to find out how many CEUs you need to add to meet the requirements.



Step 2

Make sure you want to use all of the CEUs within your 2026 Recertification CEUs bank. If you have extra, and you want to save them for next year, you must edit the CEU activity to only use the number of CEUs you wish to apply this year. Then upload the same activity to your Unused CEUs bank with the remaining CEUs.

Your Unused CEUs

Credits Currently Earned: 12

[Add New](#)

Name	Description	Completion Date	Credit Amount
Homeopathy 201	Remaining (rollover) CEUs after 2025 recertification. -Note to self.	2/02/2025	8
Homeopathy 101	Remaining CEUs after 2025 recertification.	1/02/2025	4

Recertification CEUs

Credits Currently Earned: 15

[Add New](#)

Name	Description	Completion Date	Credit Amount
Homeopathy 201		2/02/2025	5
Homeopathy 101		1/02/2025	10

Step 3

Click the blue button labeled, 'Renew' next to your 2026 Recertification under 'Things You Can Do'. Follow the steps within the application. You will receive an emailed receipt after completing the final step.

■ Certified Classical Homeopath: CCH

Things You Can Do

2026 CCH Recertification

Due: Jan 31, 2026 11:59 PM

Renew

NOTE: CEUs within the 2026 Recertification CEUs bank will automatically appear in the CEUs section of the Recertification Application. Note that these cannot be edited from the application, although you can add new activities here. If you don't want all listed activities applied to recertification, you must return to the Dashboard and move the CEU activity out of the 2026 Recertification CEUs to the Unused CEUs bank. Then, resume your Recertification Application.

To Add CEUs

- Step 1: Check "Your Unused CEUs" bank and transfer any existing CEUs to the "2026 Recertification CEUs" bank before proceeding.
- Step 2: Upload additional CEUs that you would like to apply to the 2026 recertification cycle to reach the CEU requirements.
- Important: If you would like to save any CEUs for a future recertification cycle, when you upload a CEU below only input the number of credits you would like to use. Upload remaining credits to "Your Unused CEU" Bank.
 - Example: I only need 5 more CEUs but my CEU certificate says 15. When I upload my CEU into this table, I will enter only 5 CEUs. Then, I will go to my CEU Bank to upload the remaining.

	Course Title	Accreditation Provider	Learning Format	CE Credits	Date Complete	Supporting Documentation
+ Add CE						
Edit	test 12/17		Category 1 - Homeopathy Proving Participation	15	12/17/2025	Non-AP#1626 - 1 Steps to Certification (1) (1).pdf



WHERE TO FIND YOUR DIGITAL BADGE AND CERTIFICATE

Your updated digital badge and certificate will be available upon approval of your Recertification Application.

■ John Doe



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Your Digital Badge can be found in Quick Links by clicking 'Badges'

Quick Links

- [Update Profile](#)
- [View My Past Payments](#)
- [Badges](#)
- [Make A Custom Donation](#)
- [View or Add To Your CEU Bank](#)
- [Category I and II CEU Activities](#)
- [Recertification Handbook](#)

Your digital certificate can be found by clicking 'Download Certificate' in the upper right side of your dashboard.



■ **Certified Classical Homeopath:**
CCH



Certified | Recertification Date 11/30/2026

[View Requirements](#)

[Download Certificate](#)

All CEUs that have expired will be automatically removed from both CEU banks and instead saved in the 'Expired CEUs' listing under Quick Links.

The screenshot shows a user dashboard for John Doe. On the left, the user's name and profile information are displayed, including a 'Last Login' of 12/23/2025 7:05 PM. Below this is a 'Quick Links' section with several options: 'Update Profile', 'View My Past Payments', 'Badges', 'Make A Custom Donation', 'View or Add To Your CEU Bank', 'Categories and II CEU Activities', 'Recertification Handbook', and 'Expired CEUs'. The 'Expired CEUs' link is circled in purple. The main content area is titled 'Certified Classical Homeopath: CCH' and shows 'Things You Can Do' with three options: 'Recertification CEUs' (with a 'Submit' button), 'Pre-Approval Request For Category I Credit For a Non-ACHENA Homeopathy Course' (with an 'Apply' button), and 'Request For Retired CCH Designation (CCHRet)' (with an 'Apply' button'). On the right, 'Current Requirements' are shown for 'Recertification CEUs' and 'CCH Recertification'.

They can also be found under the 'LMS' dropdown menu at the top of your dashboard when you click on 'Transcript'.

The screenshot shows the top navigation menu of the dashboard. The menu items are 'Dashboard', 'Exams', 'CE', 'LMS', 'Resources', and 'History'. The 'LMS' item is circled in purple.