# How to Complete Your CBMT Recertification

## Access your Application for Recertification

1. **Login** to your CBMT Portal.
2. On your dashboard, select the Certificants box dropdown.
3. Click on Application for Recertification - Enter CMTEs.
4. If no application has been started, click "Create New Application".
   a. If you have an open application it will show as pending, scroll to the right-hand side and click "details"
5. Once you enter the Application for Recertification you can review the Instructions page.
6. Click the Next button on the bottom right-hand side or select a category from the left-hand side.

For category details, please review the **Recertification Credit Chart** or the **Recertification Manual**.

## Enter CMTEs

1. Select a category from the left-hand side.
2. Click the Add button on right side of the screen.
3. Choose the category dropdown for your credit option.
4. Complete all required fields as noted by an asterisk.
5. Upload documentation and a written summary with relevance to the 2025 CBMT Board Certification Domains for required categories, or type it into the text box. Your summary must be **at least 250 words**. *

   ***Documentation is only required if you are chosen for the random audit.** You may submit without documentation, please hold onto the documentation in the event you are chosen for audit.
6. Click Save or Save and Add Another on the bottom right-hand side.

**Repeat these steps** to enter additional credit options.

## Review and submit your application

You are eligible to submit for recertification when all requirements are met. You must be in the 5th year of your recertification cycle and within 9 months of your expiration date. You must also have entered 100 CMTEs, including 3 in ethics, and your maintenance fees must be paid up to date.

1. Sign and date the Attestation on the left-hand side.
2. Click Next to continue to the Summary Page.
3. If you have completed all areas, you will see checkmarks for each category.
   a. If any category shows an **X**, that indicates you are not eligible to submit for recertification until that category is completed.
4. If you have met all requirements, SUBMIT will appear at the bottom. Select this button to apply for recertification.
5. The next page will display a message that you have recertified for another 5 years or you are chosen for the random audit.