

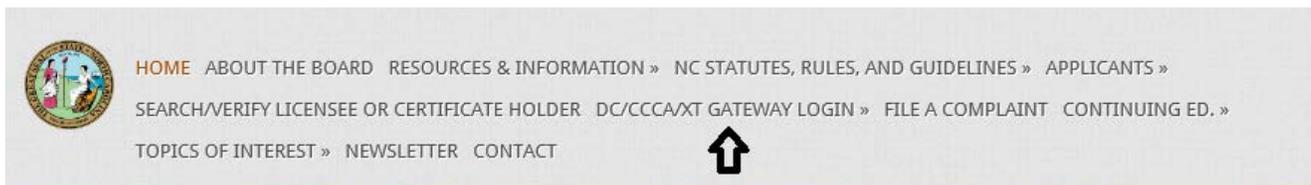
## CCCA Recertification Process Instructions

CCCA Recertification requires you to complete the following:

- Pay your renewal fee of \$10.00 via the Board website (instructions below).
- Complete 6-Hours of approved Recertification Training and ensure your completion certificate is received by the Board.
- Print your Recertification Certificate from the CCCA Portal (only after the two items above are completed and received by the Board office).

### LOG INTO THE CCCA PORTAL

- Navigate to the Board website [www.ncchiroboard.com](http://www.ncchiroboard.com) and hover over the DC/CCCA/XT GATEWAY LOGIN item shown below. When the dropdown menu appears, click on CCCA Login.



You will be redirected to the login screen pictured below.

- If you **HAVE** logged into the portal before, enter your email address and password and proceed to the Pay Recertification Fee instructions below.
- If you **HAVE NOT** logged into the portal before, enter your email address and the password ncboce. Proceed to the Change Password instructions below.

**Please Login**

Account Name:

Email Address:

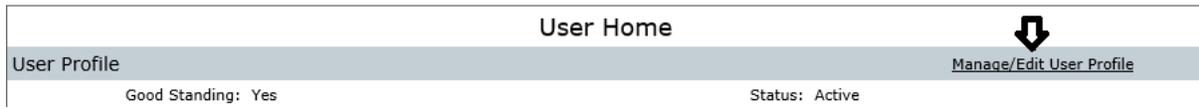
Password:  

[Forgot Password](#)

If you do not know what email you provided the board office, or are unable to login, please contact the board office at [ncboce@ncchiroboard.com](mailto:ncboce@ncchiroboard.com) or (704) 793-1342 for technical support.

## CHANGE PASSWORD

- For security reasons, please update your password from the default password of nboce when logging on for the first time by selecting the Manage/Edit User Profile as pictured in the screenshot below.



The screenshot shows the 'User Home' page. At the top, there is a navigation bar with 'User Profile' on the left and 'Manage/Edit User Profile' on the right. Below this, the user's status is shown as 'Good Standing: Yes' and 'Status: Active'. A downward arrow points to the 'Manage/Edit User Profile' link.

- This will take you to the Edit User Screen where you will select Change Password and follow the instructions. Click Submit at the bottom of the page to save your password.



The screenshot shows the 'Edit User' page. At the top, there is a navigation bar with 'User Information' on the left and 'Change Password' on the right. Below this, the user's status is shown as '\*Required Fields' and 'Status: Active'. On the right side, there are dates: 'Added: 03/04/2016' and 'Updated: 04/13/2016'. A downward arrow points to the 'Change Password' link.

- To edit your User Profile information, click the Manage/Edit User Profile link on the User Home screen pictured above and make your changes. Click Submit at the bottom of the screen to save your changes.

## PAY RECERTIFICATION FEE

- Once you are logged into the portal select Licenses and Renewals as pictured in screenshot below.



The screenshot shows the portal navigation menu. The 'Licenses and Renewals' option is selected and highlighted. Below the menu, there is a 'User Home' section with 'User Profile' and 'Manage/Edit User Profile' links. An upward arrow points to the 'Licenses and Renewals' menu item.

- This will take you to the Active License page, click Pay Renewal Fee icon as pictured in screenshot below and follow the instructions to make your payment.



The screenshot shows the 'Active Licenses' table. The table has columns for License No, License, Requirements Met, Expiration, Certificate, Details, and Pay Renewal Fee. A row is shown with 'Yes' under 'Requirements Met'. The 'Pay Renewal Fee' icon is highlighted with a rightward arrow.

License No	License	Requirements Met	Expiration	Certificate	Details	Pay Renewal Fee
		Yes				

## PRINTING YOUR RECERTIFICATION CERTIFICATE

- Once you have met all Recertification requirements, you can print your certificate by selecting Licenses and Renewals as pictured in screenshot below



The screenshot shows the portal navigation menu. The 'Licenses and Renewals' option is selected and highlighted. Below the menu, there is a 'User Home' section with 'User Profile' and 'Manage/Edit User Profile' links. An upward arrow points to the 'Licenses and Renewals' menu item.

- This will take you to the Active Licenses screen where you click on the **Certificate** icon pictured in the screenshot below. A pdf file of your certificate will be generated for printing or downloading.



The screenshot shows the 'Active Licenses' table. The table has columns for License No, License, Requirements Met, Expiration, Certificate, Details, and Pay Renewal Fee. A row is shown with 'Yes' under 'Requirements Met'. The 'Certificate' icon is highlighted with a rightward arrow.

License No	License	Requirements Met	Expiration	Certificate	Details	Pay Renewal Fee
		Yes				