



# USER'S GUIDE TO ENTERING PROFESSIONAL DEVELOPMENT ACTIVITIES FOR CHT RECERTIFICATION

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Before you begin, have all your Continuing Education certificates with you.

## To Access CHTs Only

1. Log onto the Hand Therapy Certification Commission (HTCC) website: [www.htcc.org](http://www.htcc.org).
2. On the HTCC home page, under the banner **The Recognized Specialist in Hand Therapy**, in the upper right corner of the page, click on **CHTs Login Here**.
3. Enter your CHT ID# in both the login and password boxes and click **Enter**. Please remember that if you previously changed your password, you'll need to enter that, not your CHT ID#, in the second field. Your CHT ID# will always go in the login field because that's how we know who you are. Your CHT ID# is 9-11 digits long.
4. Once your CHT ID# and password are authenticated, your personal information is displayed. If any of this information is incorrect, click the **Update My Info** button to make changes. If there is no email address, you'll get an error message when you try to submit your continuing education entry. Please make sure your email address is correct – you must include the .com or .net, etc.

## To Enter Professional Development Hours

After you've verified and/or updated your information, use the **CHT Only** navigation links:

1. Under **Track Professional Development Hours**, click the link to **Enter Professional Development Hours**.
2. A page with a link for each **Professional Development Category** is displayed. Simply click on the appropriate category link you believe your Professional Development falls under.
3. The appropriate category form is displayed.
4. **Note:** When using the forms to enter your Professional Development hours, dates should be formatted as mm/dd/yyyy (e.g., 05/04/2010). Please use upper/lower case when typing information (e.g., Kinesiotaping of Upper Extremity rather than KINESEOTAPING OF UPPER EXTREMITY).
5. After entry of your Professional Development hours is completed, scroll to bottom of page and click **Submit** to capture your information.
6. You may click the **Enter Professional Development Hours** link in the **CHTs Only** navigation on the left to continue entering more hours. Repeat steps #1 – #4 above for each course/hours you wish to submit.

Mail or fax certificates and/or documentation to HTCC at 916.922-0210 or toll free in US at 866-329-1476.

## To Enter Work Experience Hours

Enter **CHTs Only** as described above.

1. On the **CHTs Only** navigation bar, under **Track Work Experience**, click **Enter Hours**.
2. A page with a link for each **Work Experience** category is displayed. Simply click on the appropriate category link you believe your Work Experience falls under.
3. The appropriate category form is displayed.
4. Enter the requested information and click **Submit** to capture your information.
5. You may click the **Enter Hours** links in the **CHTs Only** navigation on the left to continue entering more hours. Repeat steps #1 – #4 for each Work Experience entry you wish to submit.
6. From the left hand navigation bar, under **Track Work Experience**, click on the **Employment Verification Form**. Print and complete as indicated in the directions.

Mail or fax Employment Verification Form to HTCC at 916.922-0210 or toll free in US at 866-329-1476.