



To complete your CGMS Certification renewal application:

1. Click [HERE](#) to login. Enter your Login ID (usually your email address) and your password. If you do not have your username and password, email cgms@ngma.org.

2. Click the **"Certification"** tab on the candidate dashboard.

3. Click **"ADD Continuing Professional Education"** to input CPE credits you have earned during this renewal period.

4. This will open a screen to input details for your CPE credits.

5. Select the Provider Type in the dropdown menu. Next, type in the Provider Name, CPE Type, CPE Quantity and date earned. You will also need to upload documentation that you received the CPE (ex. CPE certificate). Select the Document Category, then use the browse box to upload supporting documentation. Next, click **"Save."**

6. After clicking **"Save,"** you will see the CPEs listed, along with any others you have entered. Repeat steps 3-5 to enter any additional CPEs.

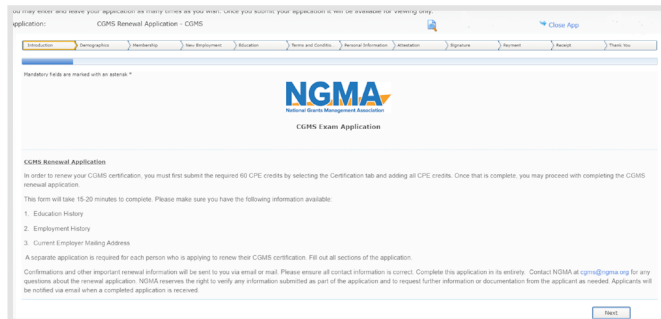
Provider Type	Provider Name	Date Earned	CPE Type	Value	Quantity	Total	Audit	Delete	Admin Override
Conference, Seminar, Workshop	NGMA	4/9/2022	Auditing	1.00	20.00	20.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conference, Seminar, Workshop	NGMA	4/9/2022	Specialized Knowledge	1.00	20.00	20.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conference, Seminar, Workshop	NGMA	4/9/2022	Auditing	1.00	20.00	20.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

-CPE requirements: A total CPE earned value of 60.00 or more.

SUMMARY: CPE Type Category	Earned Value	Meets Type Category Requirement
Auditing	40.00	<input type="checkbox"/>
General	20.00	<input type="checkbox"/>
Specialized Knowledge	20.00	<input type="checkbox"/>

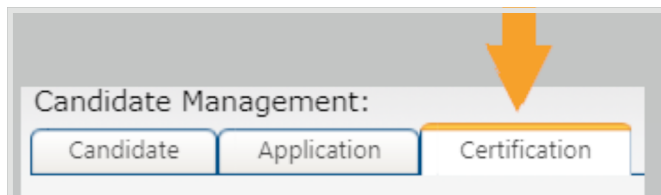
7. The Renewal Application will open once 60 CPE credits are uploaded and once the renewal window is open. Click on the green **"Renew Now click here"** button.

8. This action will bring you to the first page of the renewal application. Follow the directions on each screen to proceed through the application.

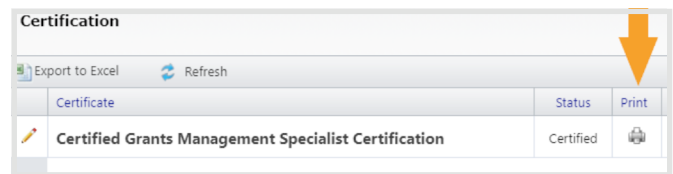


9. Enter all payment information on the payment screen and click “Next.” On the receipt screen, you will click the “Submit” button to finalize your application.

10. To access your CGMS certificate, return to the Candidate Dashboard and click on the “Certification” tab.



11. Next, click on the Print icon.



12. Finally, select “Certificate” from dropdown menu. This action will open a PDF of your certificate that you may save or print.

