

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



Before you begin, have all your Continuing Education certificates and Employment Verification Forms with you or stored digitally on your computer.

To Access "The CHT Portal"

1. Open the Hand Therapy Certification Commission (HTCC) website: **www.htcc.org**.
2. On the HTCC home page, click on the orange "CHTs Login" box in the upper right corner of the homepage.
3. Enter your CHT ID# in the login field and your password in the password box and select **LOGIN**.
4. Once your CHT ID# and password are authenticated, you will be logged in. From this page you will be able to:
 - **Update your information:** It is important that we have your correct information. Before entering hours, please check and make sure that it is current, especially your preferred mailing and email addresses.
 - **Track Your Professional Development Hours** (see instructions below on how to enter your hours).
 - **Track Your Work Hours** (see instructions below on how to enter your hours).
 - **Complete the Recertification Application.**

To Enter Professional Development Hours

After you verify and/or updated your contact information.

1. Under **Track Professional Development Hours**, select the link to **Enter Hours**.
2. Enter the Professional Development hours you have earned this recertification cycle by clicking on a category and filling out the online form. Be sure to have all your course documentation handy before you begin.
3. Upload the acceptable proof to the online form. **Please note:** HTCC is no longer accepting emailed, mailed, or faxed supporting documentation.
4. The form is sent electronically to the HTCC Administrator for review and approval.
5. You will receive a "Thank you message". You may select the **ENTER MORE HOURS** link to continue entering more hours. Repeat steps #1 – #4 above for each course/hours you wish to submit.

To Enter Work Experience Hours

From the "CHT Portal"

1. Under **Track Work Hours**, select the link to **Enter Hours**. You may download and print an Employment Verification Form here.
2. Enter the Work Experience hours you have earned during your current recertification cycle by clicking on a category and filling out the online form. Be sure to have all your documentation handy before you begin.
3. Upload the signed Employment Verification Form online. **Please note:** HTCC is no longer accepting mailed, emailed or faxed Employment Verification Forms or any other required proof. All documentation must be uploaded to your profile in the CHT Portal.
4. You will receive a "Thank you message". You may select the **ENTER MORE HOURS** to continue to enter more work hours. Repeat steps #1 – #3 for each Work Experience entry you wish to submit.

To Complete the Recertification Application

In the year you are due to recertify and once you have met all the eligibility criteria.

1. Log into the "CHT Portal".
2. On the landing page, select "Complete Recertification Application".
3. Fill in State License/Registration information.
4. Complete the Recertification Consent and Authorization Agreement.
5. Complete the payment process.

Category/Activity	Hours
A Formal Courses in Upper Extremity Therapy (All 80 hours may be accrued here), only CORE Upper Extremity therapy topics	No Minimum or Maximum Requirement
B Informal Education in Upper Extremity Therapy (e.g. in-service courses, journal clubs, surgery observation and study groups)	Maximum 30 Hours
C Formal Courses with General Clinical OT or PT Content and Activities that Promote Professional Practice	Maximum 20 Hours
D Hand Therapy Publications	No Minimum or Maximum Requirement
E Hand Therapy Presentations	No Minimum or Maximum Requirement