

## How to Record PDHs Using the EnviroCert Certification Portal

Version: February, 2016

Page 1 of 3

---

Important Information!

### Supported Browsers

Google Chrome and Mozilla Firefox

### Portal Usage Issues

Due to security settings, the portal may not function properly on some government, educational, and corporate networks. If you encounter problems, try accessing the portal on a different network (for example, at home or a public library).

### Accounts

Existing registrants should NOT create new accounts. Their accounts were created using their email address of record when the portal was set up. Contact EnviroCert if you need assistance logging in.

### Renewal Requirement

Registrants must record PDHs via the EnviroCert Certification Portal before they can renew their certifications. EnviroCert recommends that registrants record PDHs as they accrue them. **Certifications become eligible to renew 60 days before the expiration date.** They cannot be renewed before that time.

### Supporting Documents

- [Professional Development Policy](#)
- [Professional Development FAQ \(Frequently Asked Questions\)](#)
- [Professional Development Forms](#)

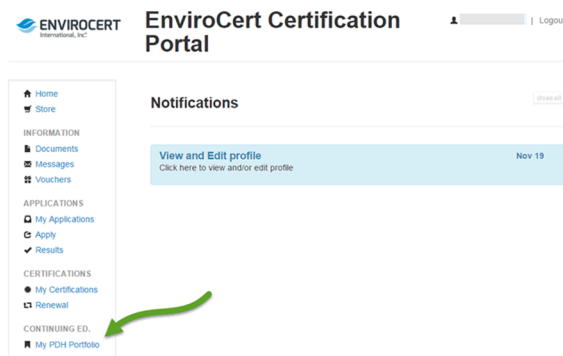
# How to Record PDHs Using the EnviroCert Certification Portal

Version: February, 2016

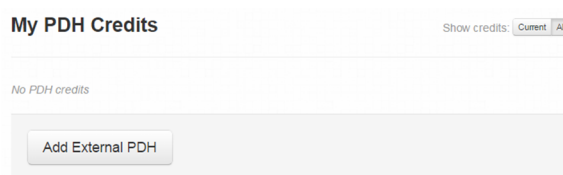
Page 2 of 3

Perform the following steps to record your PDHs:

1. Browse to the [EnviroCert Certification Portal](#).
2. Log in using your email address of record and password.  
If this is your first time logging in or you have forgotten your password, choose **Reset password** and follow the instructions on the screen.
3. After you have successfully logged in, choose the **My PDH Portfolio** link on the left side of the page.



4. Select the **Add External PDH** button to add a PDH activity.



5. Enter the details about your PDH activity in the form (shown below). To upload supporting documents select the **Choose File** button. When finished uploading supporting documents, select the **Save changes** button.

## How to Record PDHs Using the EnviroCert Certification Portal

Version: February, 2016

Page 3 of 3

### Add Item ×

Date Earned

Category

Title

Credits

Source

Documentation  No file chosen

Provide any supporting documentation for this CE item.

6. Repeat Steps 4 and 5 until you have added all of your PDH activities.