Instructions for ACeS
Recertification

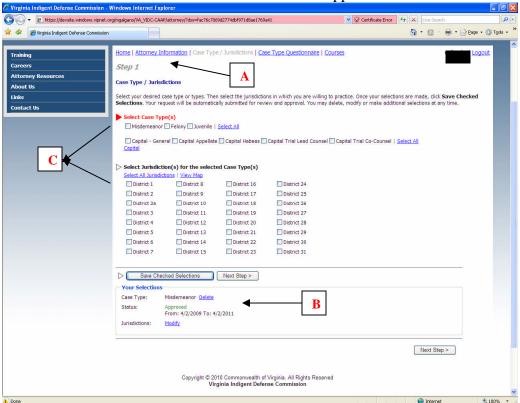1. Register as a new user by clicking **"Register Here"**

2. Enter demographic information and click "Next"

3. Create username and password.

4. Your current certification information will appear.

A. Click "Attorney Information" to change your demographic information.

B. "Your Selections" contains:
  i. Certification case types
  ii. Certification status (including certification dates)
  iii. Judicial circuits

C. You can add/delete case types and judicial circuits on this page. **Be sure to click "Save Checked Selections" after you make any modifications.** Click "Next Step" to proceed.

5. You will be prompted to answer the questions for each case type. If you did not add any additional case types, you can click "Next Step."

6. Click "Courses" at the top of the page to submit courses that qualify for recertification

A. Select a course from the drop down menu. If the course you have taken does not appear in the menu, select "Course Not Listed." Enter the course name.

B. Select "Yes" if the course was taken online or was a video replay.

C. Select the course date. If the date you have taken does not appear in the drop down menu, select "Date Not Found." Enter the date you took the course.

D. Enter the course location and sponsoring organization **only if you did not view the course online**.

E. Enter the number of hours attended.

F. Click "Save"

G. If you have additional courses, add each one and click "Save." Once you are done, click "Next Step."

7. Select the box next to the Certification of Truth Statement. Click "Complete."