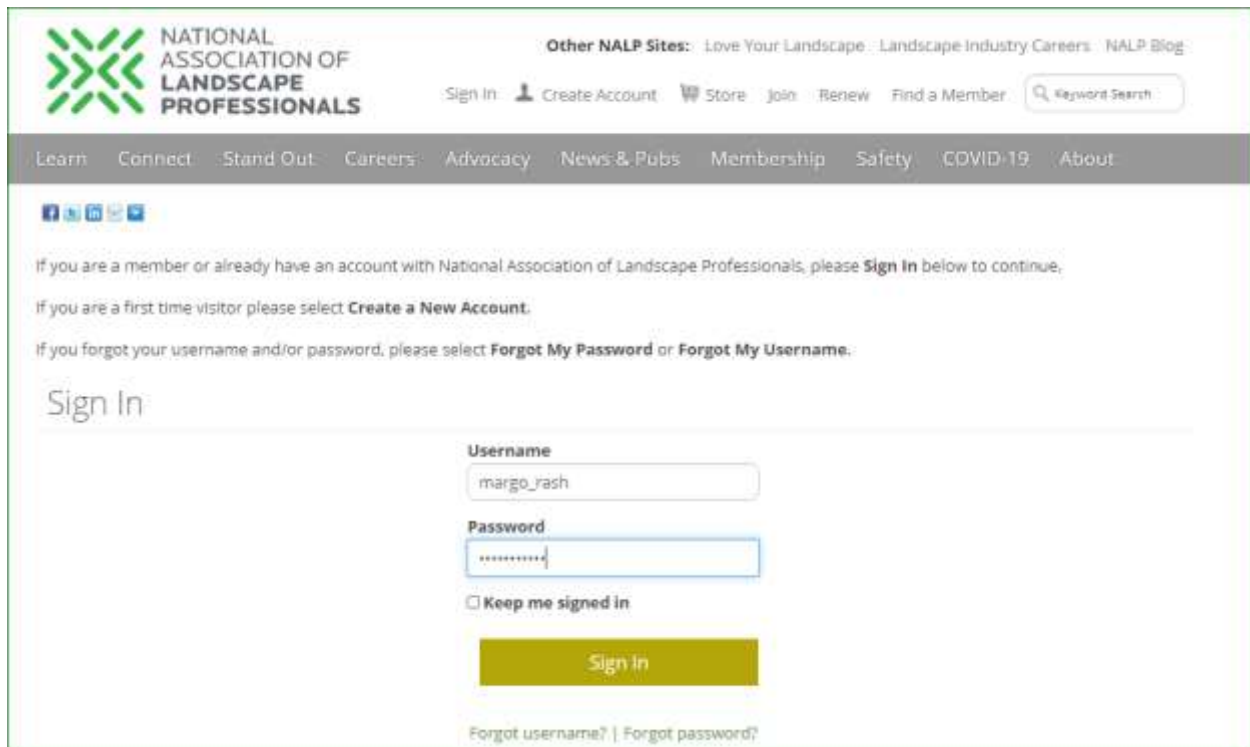


Log in and Credentials

To log in to the NALP website, go to: www.landscapeprofessionals.org/myaccount.

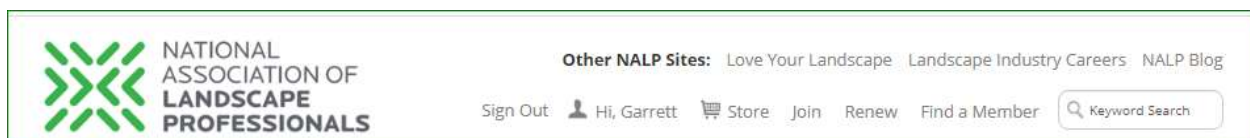
1. Use your NALP credentials to log in.
 - a. If you do not know your credentials, contact Margo Rash at: margo@landscapeprofessionals.org.
 - b. DO NOT use the forgot username/password feature, notify Margo, instead.



The screenshot shows the login page of the National Association of Landscape Professionals. At the top left is the NALP logo. To the right, there are links for 'Other NALP Sites: Love Your Landscape, Landscape Industry Careers, NALP Blog'. Below this are navigation links: 'Sign In', 'Create Account', 'Store', 'Join', 'Renew', 'Find a Member', and a 'Keyword Search' box. A dark grey navigation bar contains links for 'Learn', 'Connect', 'Stand Out', 'Careers', 'Advocacy', 'News & Pubs', 'Membership', 'Safety', 'COVID-19', and 'About'. Below the navigation bar are social media icons for Facebook, Twitter, LinkedIn, and YouTube. The main content area contains the following text: 'If you are a member or already have an account with National Association of Landscape Professionals, please **Sign In** below to continue.', 'If you are a first time visitor please select **Create a New Account**.', and 'If you forgot your username and/or password, please select **Forgot My Password** or **Forgot My Username**.' Below this is a 'Sign In' heading and a form with the following fields: 'Username' (containing 'margo_rash'), 'Password' (containing masked characters), and a checkbox for 'Keep me signed in'. A yellow 'Sign In' button is positioned below the password field. At the bottom of the form are links for 'Forgot username?' and 'Forgot password?'.

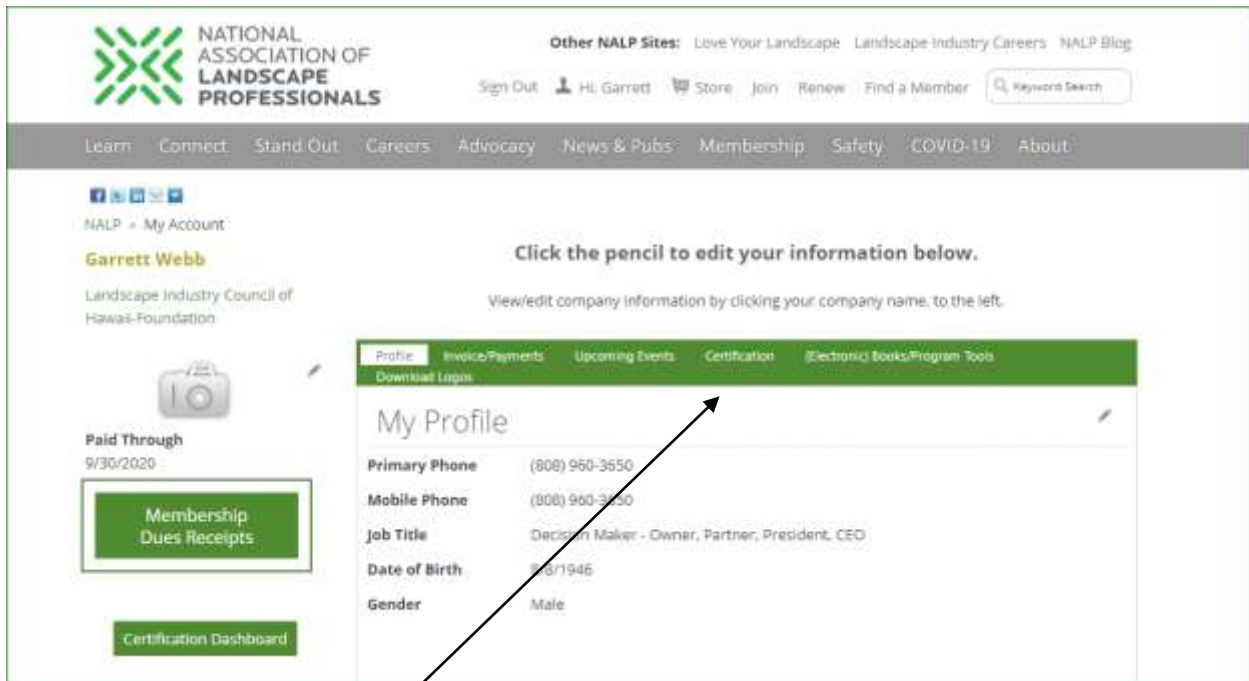
Profile Page

Once you are logged in, you can access your Profile page by clicking on 'Hi 'Your Name'.



The screenshot shows the profile page of the National Association of Landscape Professionals. At the top left is the NALP logo. To the right, there are links for 'Other NALP Sites: Love Your Landscape, Landscape Industry Careers, NALP Blog'. Below this are navigation links: 'Sign Out', 'Hi, Garrett', 'Store', 'Join', 'Renew', 'Find a Member', and a 'Keyword Search' box.

The Profile page displays your basic contact and membership information.

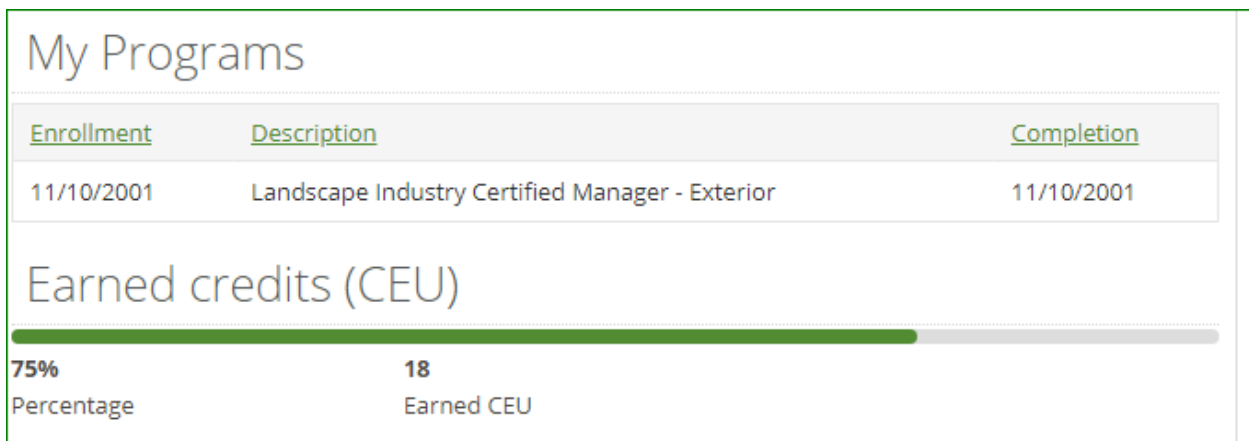


Certification Information

- Click on the Certification tab to view your Program Credentials and to enter your continuing education units.

Continuing Education

- Within Certification, scroll down to view: My Programs, Earned credits and the Continuing Education (CEU) sections.
 - o The **My Programs** section displays your Certification program and its completion date.
 - o The **Earned credits** section displays the % of earned continuing education for this renewal period.



- o The Continuing Education (CEU) section displays your recorded activity.

Continuing Education (CEU) +

Recert Period	CEU Hours	Activity Sponsor	Recertification Status		
2019-2020	6	Western Chapter International Society of Arboriculture	Approved		
2019-2020	1	WCISA Conference & Trade Show	Approved		
2019-2020	1	WCISA Conference & Trade Show	Approved		
2019-2020	1	WCISA Conference & Trade Show	Approved		

- To record a new activity, use the + to open a data entry window.
- Remember to Save and Close.
 - o NALP will review the activity and Approve.

Edit
⌂
×

*** Date Added**

*** Activity Date**

*** Activity Sponsor**

*** Recert Period**

*** Continuing Education Description**

Recertification Status

*** CEU Category**

*** CEU Hours**

Activity Comments

Save & Close

Cancel

Recertification

When you are ready to recertify, come back to your Profile>Certification. In the Online Recertification section, use the **Click to Recertify** button.

Program Documents

The Program Documents section, allows you to download your certification cards or upload supporting documentation for:

- College transcripts
- Pesticide license
- Article, Book and Speaker forms.