

1. After logging in to your Portal, click the small plus sign in the upper right-hand corner of the Continuing Education Entry Box.

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 In order to complete the 2017 Annual Renewal process, complete the following steps:

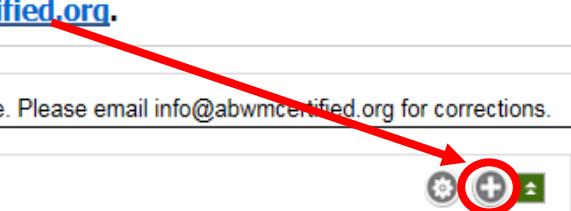
-Enter a minimum of 6 hours of 2016 Continuing Education  
-Submit Annual Payment (Beginning November 2016)

*Please maintain documentation of your continuing education in your personal records. 5% of Associates and Diplomates are audited annually to verify documentation of continuing education.*

**\*Receipts and updated ABWM ID Cards are not available until one business day after payment.\***

Have questions? Email [info@abwmcertified.org](mailto:info@abwmcertified.org).

Continuing Education entered cannot be edited here. Please email [info@abwmcertified.org](mailto:info@abwmcertified.org) for corrections.



| Date Earned           | Name of Conference, Course, or Program | State | CEU Hours |
|-----------------------|----------------------------------------|-------|-----------|
| There are no records. |                                        |       |           |

  Continuing Education must be between 01/01/2016 - 12/31/2016.

2. This will open the dialogue box where you may enter your continuing education information. Provide one date for each course or conference; if a course or program was completed online, you may leave the "State" field blank.

**\*\*Note, be sure that your web browser will allow pop-ups from our website. If your pop-up blocker is on, you will need to grant permission for pop-ups from our website to be allowed.**

***Look in the right corner of the address bar in your web browser for a notification regarding pop-up permissions if you are having difficulty.***

Add

|                                        |                                   |
|----------------------------------------|-----------------------------------|
| Date Earned                            | <input type="text"/>              |
| Name of Conference, Course, or Program | <input type="text"/>              |
| State                                  | <input type="text"/>              |
| CEU Hours                              | <input type="text" value="0.00"/> |

**Save & Close** **Cancel**

3. Once you have entered your continuing education, click the red “Next” button under the bottom right corner of the continuing education box to proceed to the payment page.

Continuing Education entered cannot be edited here. Please email [info@armoredcertified.org](mailto:info@armoredcertified.org) for corrections.

| Date Earned           | Name of Conference, Course, or Program | State | CEU Hours |
|-----------------------|----------------------------------------|-------|-----------|
| There are no records. |                                        |       |           |

Continuing Education must be between 01/01/2016 - 12/31/2016.

**Next**

4. \*\*\*If you view the payment page and move to another before making payment, the charges will move to your cart. Click “Cart 1” in the upper right corner of the page if this happens. (The “1” will indicate if the charges have moved there.)



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**In order to complete the 2017 Annual Renewal process.**