To renew your SANE certification, you’ll need to follow these steps:

1. Go to the IAFN Website at [forensicnurses.org](http://forensicnurses.org) and click the “My Account” button in the upper right corner of the page to access the IAFN Member Portal.

![IAFN Website Image]

2. **Log In** to your existing account or, if you don’t have an account, select the **Set Up an Account** option in the IAFN Member Portal.

![Set Up Account Image]
IMPORTANT: Please note that you'll need to log your CE hours before starting your renewal application. For guidance on classifying your CE activities and for the maximum hours allowed for Category A and Category B CEs, please refer to the Renewal Handbook.

3. In the Member Portal, select the "Certifications" menu option on the top of your screen, then click on "My Certification Activities".

4. Click “Log An Activity”.

![Image of the Member Portal with highlighted "Log An Activity" link.]
5. Click the “Select” button next to the correct certification program (SANE-A or SANE-P) and activity so that the button is highlighted in green and displays “Selected”.

Scroll down to the bottom of the page to select “Continue.”

6. Click the “Select” button next to “Log CE Activity for Renewal” so that the button is highlighted in green and displays “Selected”.

Then click “Next”.

Log an Activity
7. Enter the requested information in the “Certification-Related Activity Information” section of the page. You do not need to upload supporting documents, but you may for your records if you wish.

8. In the "Credits to Issue" section, enter the applicable amount in the white number box, which should match the amount entered in the previous section. The gray box will then automatically populate with the correct amount of CEs to be awarded if the activity is approved. Click “Next”.
9. Review the information you’ve provided for completeness and accuracy. Click on "Save Changes" to record the activity.

10. You’ll see a success message to confirm that you’ve successfully logged your CE activity. Click “Continue” to review what you’ve logged so far and to log a new activity.
**IMPORTANT:** Start here if you’ve logged your CE Activity over time and you are now ready to submit your Renewal application.

11. Once you’ve logged all of the activities you need for renewal, select the "Certifications" menu option on the top of your screen, then click on "My Certifications".

![My Activities screenshot]

12. Verify that your Expiration Date is 12/31/2024. Click the blue “SANE-A” or “SANE-P” link to select the certification that you’d like to renew.

![My Certifications screenshot]
13. Click the “Apply/Renew” button to begin your renewal application.

14. Click the “Select” button next to the “Renew Your SANE Certification by CE” option so that the button is highlighted in green and displays “Selected”. Click “Next”.
15. Start your renewal application by entering your contact information, confirming that it is correct, and clicking "Save" at the bottom of the page.

16. The renewal application contains a summary of all Category A CEs that you have submitted, along with an explanation of the full CE requirements for renewal. Please note that while Category B CEs will not be listed on the application, they will still be counted towards your renewal if you have submitted them. To proceed, click the "Next" button at the bottom of the page.
17. **Review your application** and sign the affidavit by clicking and holding down your mouse in the signature box until your signature is complete. Proceed to pay your renewal fee by clicking "Next".

18. Enter your payment method by clicking the "**Add a credit or debit card**" option. Then click "**Next**" to continue.
19. On the **Confirm Order Details** check that the total amount highlighted in green is correct and then click **"Process Order."**

![Apply for Certification](apply_for_certification.png)

20. You will see a **Success** page confirming that your application form has been completed successfully!