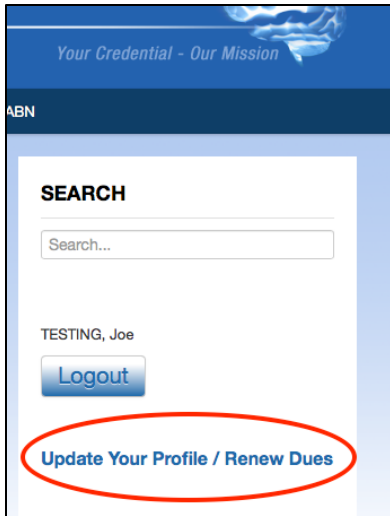


ABN Candidate – Changing to Active Retired Status Revised Fall 2018



Step #1:

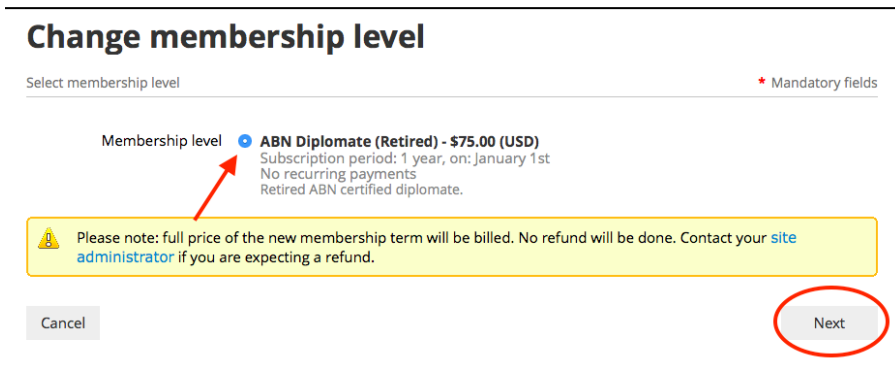
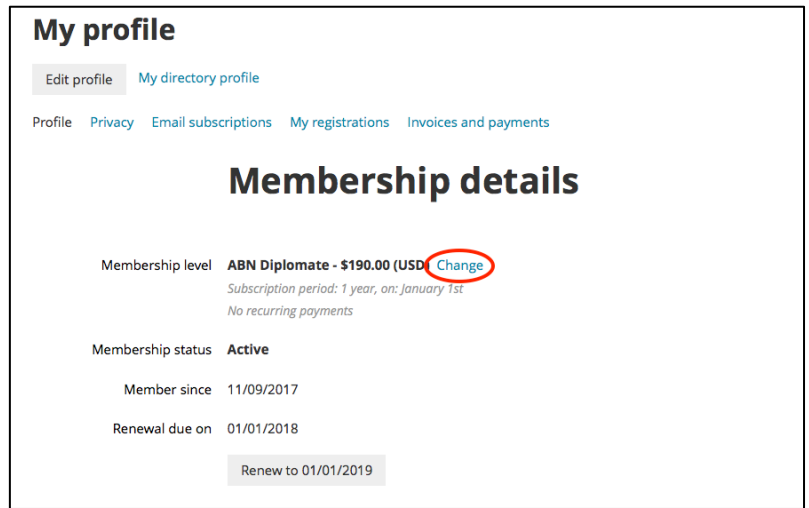
Log into account

Click 'Update Your Profile /

Renew Dues'

Step #2:

Next to your current Membership Level, click 'Change'



Step #3:

Chose 'ABN Diplomate (Retired)' selection

Click 'Next' at bottom

Step #4:

- Update all sections of your profile, as needed.
- Mandatory fields are marked by *
- When finished, click 'Next' (bottom of page)

Change membership level

New level ABN Diplomate (Retired) - \$75.00 (USD)
Subscription period: 1 year, on: January 1st
No recurring payments

Cancel Back Update and next

Your profile * Mandatory fields

Background Information

First name

Nickname (If Applicable)
Please enter your preferred nickname, if any.

Middle Initial

Last name

Suffix (e.g., Jr., Sr.)

Click here & scroll to bottom

Step #4 (continued):

- If you are missing any required information, a dialogue box will pop-up.
- Click close and fill out all required info marked by *

Please be patient as the frame loads your information.
Please note in order to complete all of the required information you must click inside the white box and use your mouse to scroll down.

Change membership level

Some required fields are missing or invalid:
- Retirement Date is required
- Valid License is required
- 2017 CE Credits is required

Cancel Back Update and next

Your profile * Mandatory fields

Step #5:

- Complete the two MOC attestations, then click 'Update and Next'
- Note: if CANNOT attest to either statement, please contact Executive Director for guidance

Maintenance of Certification (MOC) Attestations

Valid License I attest I have a valid, unrestricted license to practice Psychology in my jurisdiction.

2017 CE Credits I attest I have met the MOC CE requirements (click for PDF of full MOC criteria).
MOC CE requirements for ABN Diplomates: Average of 18 qualifying credits per year over a three year period. Petition for a 1-year waiver will be considered under special circumstances, and should be requested in writing to the ABN President.

Cancel Back Update and next

Step #6:

Chose your payment option

Change membership level

Review and confirm

New level ABN Diplomate (Retired) - \$75.00 (USD)
Subscription period: 1 year, on: January 1st
No recurring payments

New renewal date 01/01/2018

Old level ABN Diplomate

Total amount **\$75.00 (USD)**

VISA MasterCard DISCOVER AMERICAN EXPRESS

OFFLINE

Cancel Back Invoice me Pay with credit card PayPal Express Checkout

→ If paying online (easiest and preferred method):

Select either “Pay with credit card” or “PayPal Express Checkout” and follow all prompts until you receive a payment confirmation. Payments are securely processed and you will receive an automatic e-mail receipt.

→ If paying by check/money order:

Click “Invoice Me”. When mailing your payment, please enclose a printed copy of the invoice generated to ensure your payment will be attached to the correct account. Failure to enclose the appropriate invoice will delay processing your renewal. Note: a copy of the invoice was also e-mailed to you, which you can print at a later time, if needed. If you mail your payment, your membership will not be renewed until your check or money order is received and clears deposit.

Payable in US funds to: American Board of Professional Neuropsychology

Mail to:

Joseph “Audie” Black, Ph.D., ABN
ABN Treasurer
P.O. Box 191158
Boise, ID 83719