## Re- Registration Instructions

For Re-registration the following procedure must be performed:

If you have failed to Renew your registration by the end of February according to paragraph 17 of the Directive regarding the Certification of Persons and the Certification Registers 44/2019, 103/2019, 73/2020, 353/2020,477/2021 (the "Directive") you have been deleted from the Public Register. If you wish to Re-Register, you must follow the below procedure:

1. Access to the Re- registration through this link.
2. **Complete ALL** the fields.
    a. For your Certification Number please click here.
    b. Make sure that you enter your Certification Number correctly, otherwise your-re-registration will be invalid (Only the four numbers).
    c. Make sure that you enter your Certification Level correctly, otherwise your reregistration will be invalid.
    d. Make sure that you enter your e-mail address since this will be our main mean of contacting you.
    e. If you are not employed or if you had only one employer during the year, please enter the phrase "None" in the relevant fields.
    f. In the "Phone number" field, if you do not have a land line, please re-enter your mobile number.
3. Choose form the drop list "Re-registration - 200 euro".
4. If you have completed your CPT requirements (10 hours for the basic and 15 hours for the advanced and 10 hours for AML) tick the relevant box.
5. Confirm that all details of your application are accurate and correct by ticking the relevant box.
6. When all fields are appropriately filled, a blue proceed button will appear. Please click on it. If the button in not blue, but grey, it means that you have not completed the form correctly.
7. In the next window, just confirm that your details are correct and click on Check Out.
8. Note that you cannot Re-register more than one person per time. If your details as displayed are wrong, click on "Empty" and repeat the process.
9. Re-enter your Name, Surname and email address. If your company is making the renewal on behalf of you, please check the Company account checkbox.
10. Click "NEXT", fill the billing details and click "NEXT" again.
11. Select "JCC" from the drop down and click next.
12. Review your details again and click on "ORDER NOW".
13. You are now directed to the JCC gateway for the payment. Enter you Card details and click "SUBMIT".
14. Please note that American Express cards are not accepted.
15. An automatic receipt will be sent to the email address you have provided.