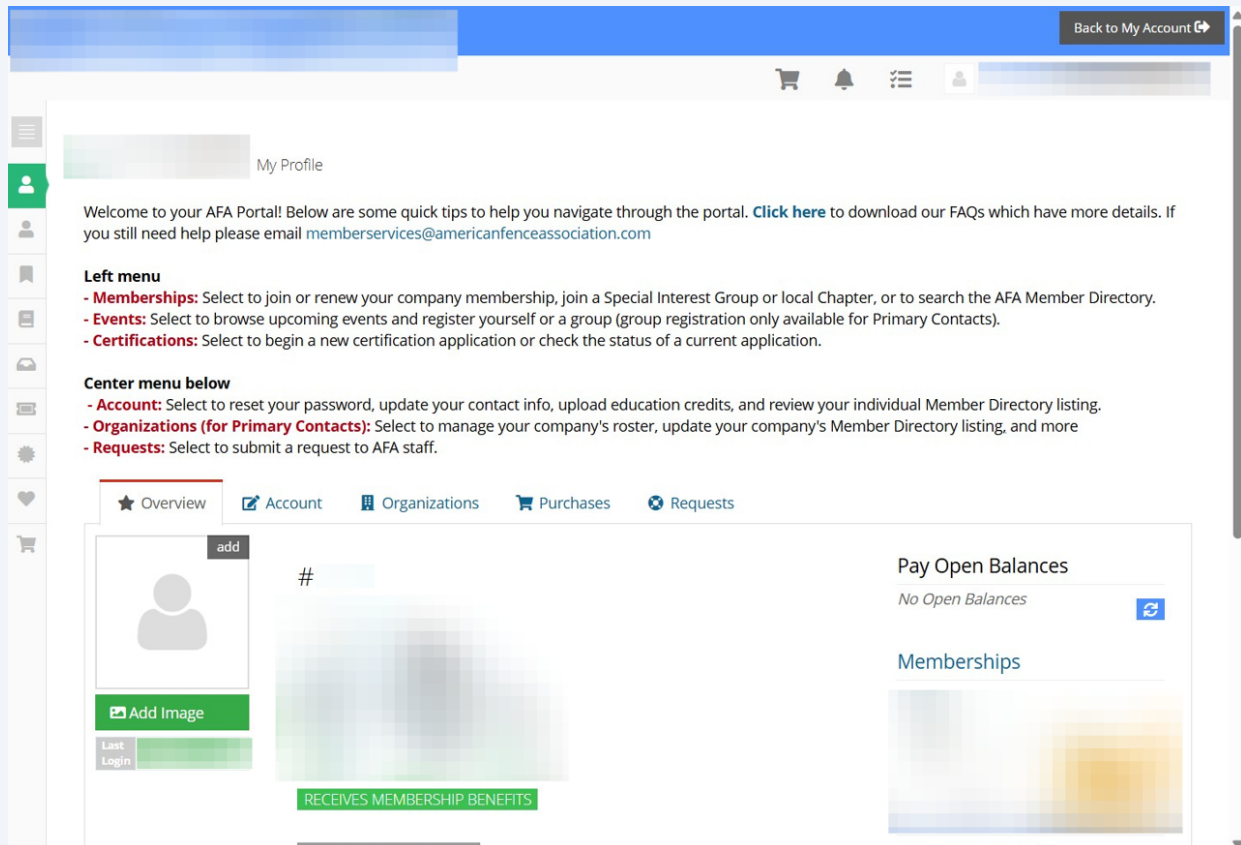


# How to Check Your AFA Certification Status and Expiration Date

1

Navigate to your [user profile on the AFA portal](#). (If you do not remember your username and/or password, please click on the reset password function on the login screen and follow the prompts to access your portal profile.)



2

## Click "Purchases"

The screenshot shows the 'My Profile' page of the AFA Portal. At the top right, there is a 'Back to My Account' link. Below the header, a welcome message states: 'Welcome to your AFA Portal! Below are some quick tips to help you navigate through the portal. [Click here](#) to download our FAQs which have more details. If you still need help please email [memberservices@americanfenceassociation.com](mailto:memberservices@americanfenceassociation.com)'.

**Left menu**

- **Memberships:** Select to join or renew your company membership, join a Special Interest Group or local Chapter, or to search the AFA Member Directory.
- **Events:** Select to browse upcoming events and register yourself or a group (group registration only available for Primary Contacts).
- **Certifications:** Select to begin a new certification application or check the status of a current application.

**Center menu below**

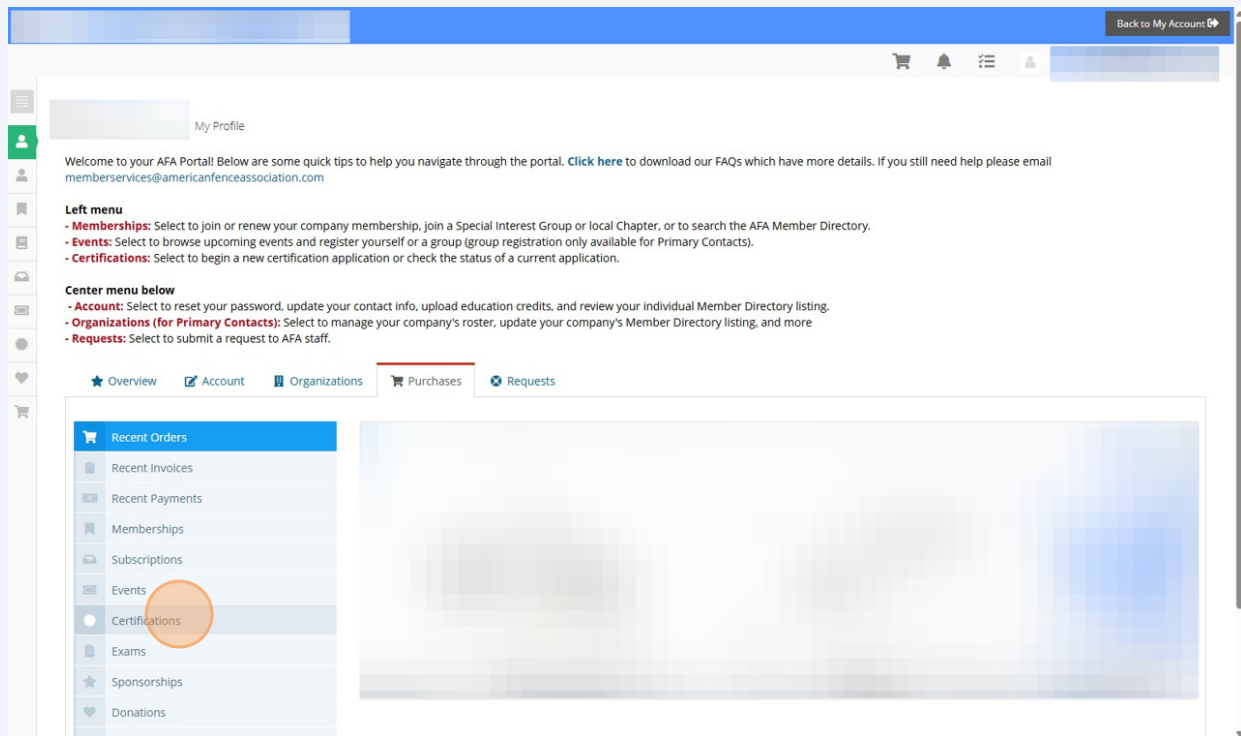
- **Account:** Select to reset your password, update your contact info, upload education credits, and review your individual Member Directory listing.
- **Organizations (for Primary Contacts):** Select to manage your company's roster, update your company's Member Directory listing, and more
- **Requests:** Select to submit a request to AFA staff.

The center menu contains five tabs: 'Overview' (with a star icon), 'Account' (with a document icon), 'Organizations' (with a building icon), 'Purchases' (with a shopping cart icon and highlighted by an orange circle), and 'Requests' (with a circular arrow icon).

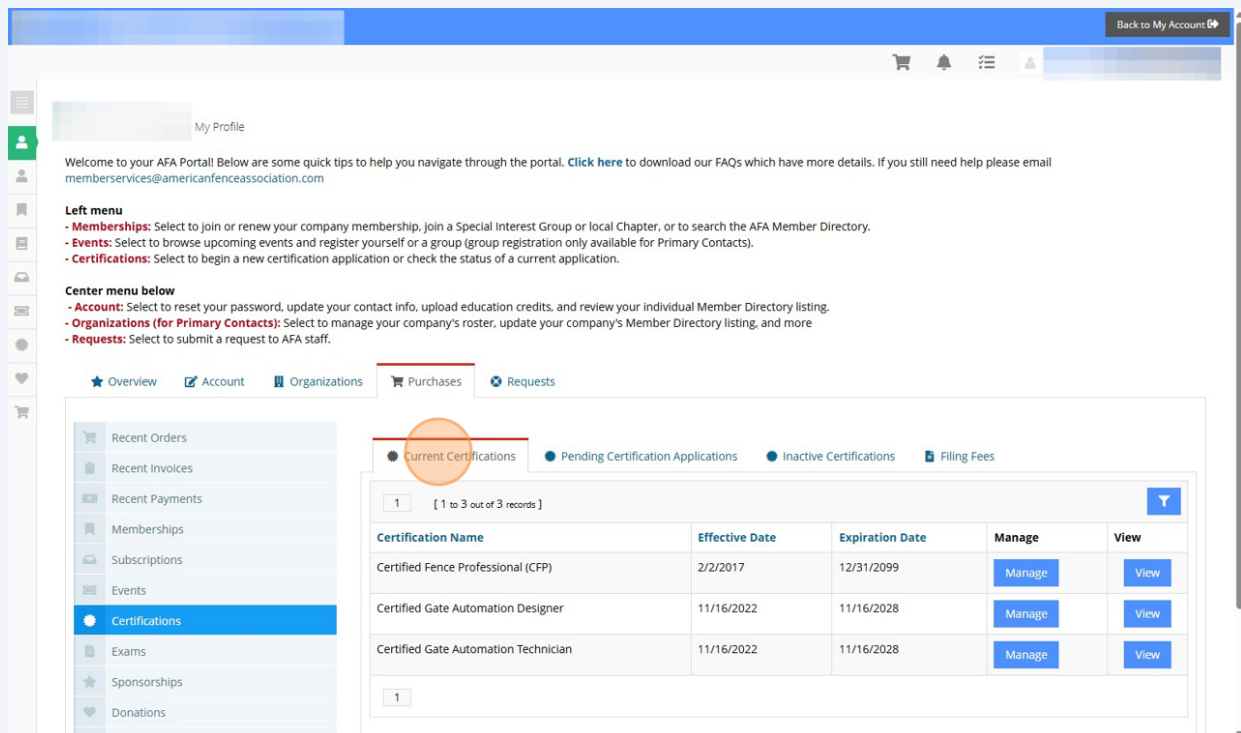
Below the tabs, the 'Overview' section displays a profile card with a placeholder image, an 'add' button, an 'Add Image' button, and a 'Last Login' status. To the right of the profile card is a large, blurred image placeholder. Below this image is a green button labeled 'RECEIVES MEMBERSHIP BENEFITS' and a partially visible button labeled 'NOT OPTED IN TO SHOW'.

On the right side of the page, there is a 'Pay Open Balances' section showing 'No Open Balances' with a refresh icon. Below this is a 'Memberships' section with a blurred image placeholder.

### 3 In the left menu, click "Certifications"

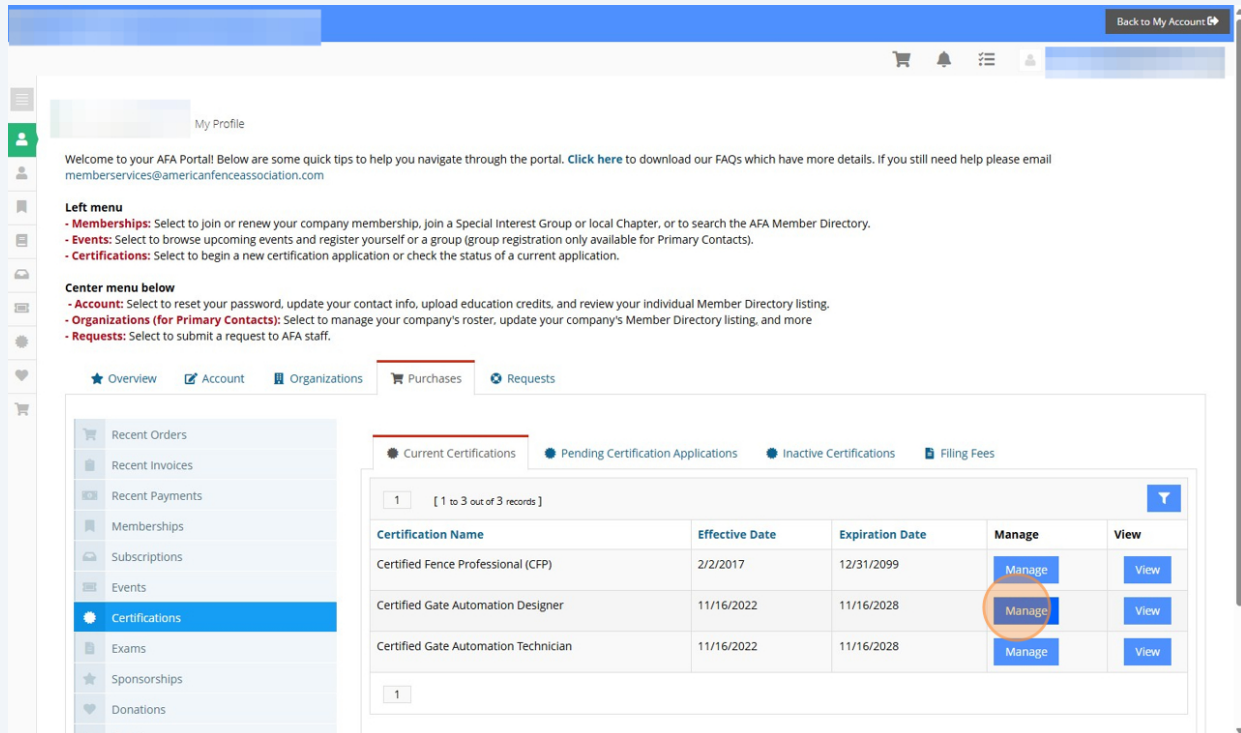


### 4 Click "Current Certifications"



5

In the list, you'll see your active certifications, including Effective and Expiration dates. Click "Manage" for more details and to submit your renewal application, if it is due.



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★ Overview   Account   Organizations   Purchases   Requests

Recent Orders  
Recent Invoices  
Recent Payments  
Memberships  
Subscriptions  
Events  
**Certifications**  
Exams  
Sponsorships  
Donations

Current Certifications   Pending Certification Applications   Inactive Certifications   Filing Fees

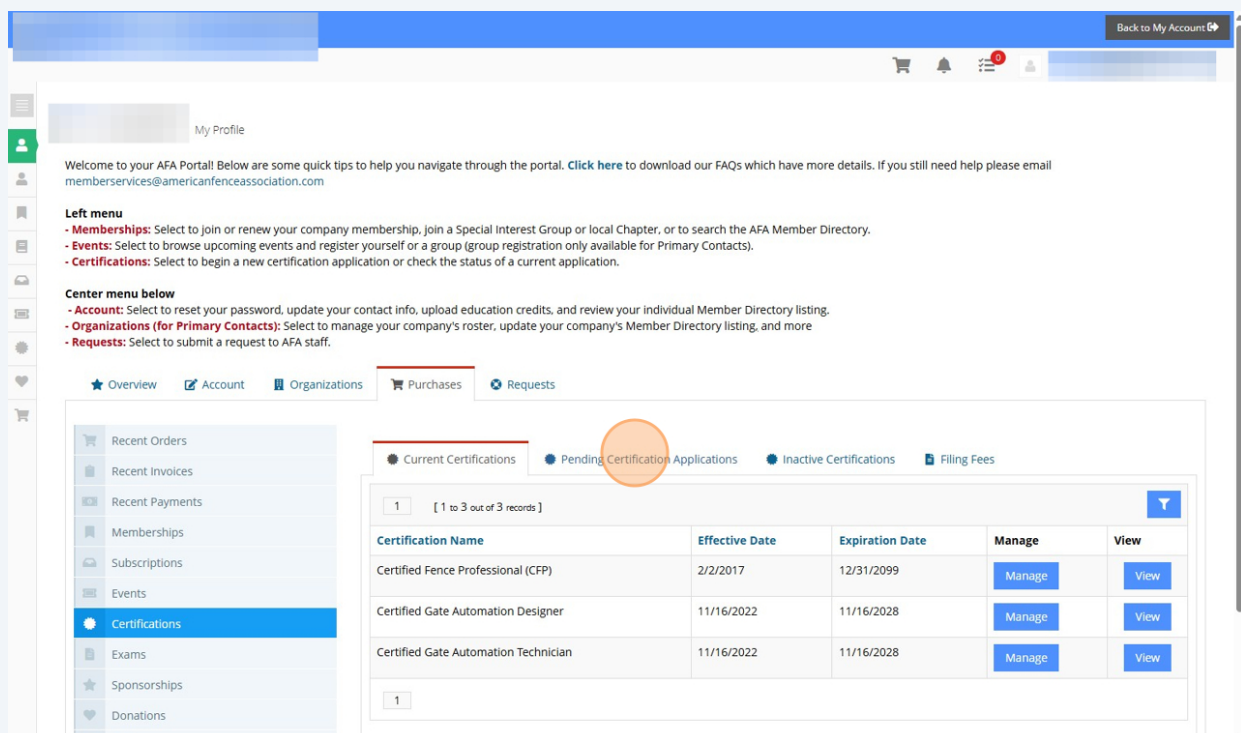
1 [ 1 to 3 out of 3 records ]

Certification Name	Effective Date	Expiration Date	Manage	View
Certified Fence Professional (CFP)	2/2/2017	12/31/2099	Manage	View
Certified Gate Automation Designer	11/16/2022	11/16/2028	Manage	View
Certified Gate Automation Technician	11/16/2022	11/16/2028	Manage	View

1

6

If you have any active certification applications in the system but have not yet met the requirements for the certification, they will be listed under the "Pending Certification Applications" tab.



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Certified Gate Automation Technician	11/16/2022	11/16/2028	Manage	View

1

7

If you have expired certifications past your 90 day grace period, they will be listed under the "Inactive Certifications" tab.

Back to My Account

My Profile

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Overview Account Organizations Purchases Requests

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Current Certifications Pending Certification Applications **Inactive Certifications** Filing Fees

1 [ 1 to 3 out of 3 records ]

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Certified Gate Automation Designer	11/16/2022	11/16/2028	<a href="#">Manage</a>	<a href="#">View</a>
Certified Gate Automation Technician	11/16/2022	11/16/2028	<a href="#">Manage</a>	<a href="#">View</a>

1



Questions? Contact Sara Surprenant - [sara@americanfenceassociation.com](mailto:sara@americanfenceassociation.com) or 314-561-6670.

For more details on recertification, [please click here](#).