



HSTA micro-credential support

HSTA is pleased you'd like to utilize the micro-credentials offered by NEA. Currently, these are not approved for any reclassification credit, unless you are enrolled in the Model Code of Ethics course or taking the ELL micro-credential. There are a few steps involved to make sure that you are not charged the \$75 fee for non-members. If you still have trouble after trying the steps below, please contact Diane Gibson at pd@hsta.org for help.

Steps to take:

1. Go to nea.certificationbank.com and create an account:

Get Started!

Getting started is easy. The first step is creating an NEA Member Account.

Email

Password

Confirm Password

First Name

Last Name

Sign Up

Password Requirements:

- 6 Characters
- Any Combination of Letters and Numbers

2. Once you have an account, login and go to the micro-credential you want to take. When you click on the link to sign up **and if your membership data is not updated**, you will see this page:

NEA NonMember Enrollment Fee



4. IDEA- Determining Eligibility

NEA members receive assessment for their Micro-credential submissions free of charge. For non-members, there is a \$75 fee. If your initial submission is returned to you for revision, you can resubmit for review free of additional charges up to two more times. If you are an NEA member, but your membership status in NEA's Certification Bank is incorrect, please visit the [My Settings > Membership Data](#) area to link to your NEA Membership Account.

Your price: 75.00

Quantity:

ADD TO CART

3. Click the "My Settings" link and it will re-direct you to the Membership Data page. If you have not been verified you will see this information at the top:

Notifications

According to our records you are not verified as an NEA member on NEA certification bank. If this is an error, please update your profile with your ID number or your birthday and address. If you wish to learn more about the NEA and our affiliates please contact your Local or State education association or [click this link](#).

Micro-credential Text Support

Text **micro** to 48744

An educator will respond to your questions within 48 hours.

3a. Scroll all the down the page to the "Membership Data" section and fill in the following information:

- First name
- Last name
- Zip code
- NEA Membership Number - **your name and birthday will be used to find this information**
- Date of birth

4. Once this information is entered, log out and give the system a few hours to update. Log back in and try to sign up again. If you are still being charged, **text micro to 58744 for help**. It should take 48 hours for a response. If you don't get a response in that time, please contact Diane Gibson at pd@hsta.org for help.