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](http://nea.certificationbank.com) and create an account:
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](image)

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](image)

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.