How to login and use the RETA Certification Database (RCD)
Go to the website:
https://rcd.reta.com

Enter the email RETA has in the database for you. If you are unsure of the email address, call RETA Certification at 541-497-2955. If you have not logged into the RCD before, or have forgotten your password, click on FORGOT YOUR PASSWORD. You will then be emailed instructions on how set your password.
This is the FORGOT YOUR PASSWORD screen. Enter your email address and click on “Send me reset password instructions”.

If you do not receive an email shortly, check your junk or spam folders. It is possible the email has been blocked by your company’s IT department’s email policy. Always add reta.com to your safe sender list to ensure you receive RETA emails.
Once you are logged in, you will see your HOME SCREEN. This screen will show the certifications you have. This example shows that John Reta has three (3) RETA Certifications, CARO, CIRO and CRST. The CRST Certification information is currently being displayed, in this example, as seen in the blue tab.
There are several items to take note of on the screen below.

#1 – These are the certifications an individual has. Any expired certifications will also be shown.

   The example below is again displaying the CRST Certification information.

#2 – This shows the minimum amount of PDH that must be submitted and approved by the date shown.

#3 – This shows the current PDH progress. In this section, a total of 9.0 PDH have been approved and 15.0 PDH are still required.

#4 – This area shows the history of the certification. For this certification time period, it shows the detail of the 9.0 PDH that have been approved by RETA certification staff. It also shows if any comments have been made.

#5 – To add a new PDH training document for review you will click on the blue button: **ADD NEW PDH**
Fill in the requested information about the event that was attended. Under event type, there are three (3) options, Onsite, Self Study and Webinar. Onsite will be a location where the training took place, Self Study would be an online course such as RETA online training, Webinar would be training delivered through WebEx, Go To Meeting, Skype, Zoom, etc.

You will need to upload an electronic copy of the training documentation. The document must be in a PDF or JPEG (photo) file format. When you have completed the form and attached the document, click on the SAVE button.

©2020 RETA RCD Instructions
Click on the **Submit** button, this will submit your training to RETA Certification Staff for review. RETA Certification Staff will review your documents for approval. The submitted electronic PDH form and documentation will be sent back to you if it is missing information, does not meet the PDH requirements or if staff has questions. You will need to address the issue and resubmit the PDH form. You will receive an email from the RETA Certification Database system when your PDH form has been approved or returned.

Training for HazWoper (OSHA 1910.120 (q)) is **NOT** accepted for RETA Certification renewal.

The RETA Recertification tab on the RETA website has information on the requirements for renewing a RETA Certification, the renewal application forms and the Appendix 500-B PDH Table.

Refer to the Appendix 500-B PDH table for more information regarding acceptable PDH training and values. [https://www.reta.com/recertification](https://www.reta.com/recertification)

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**Salinas Safety Day**

**Participant:** John Reta

![Submit button highlighted](https://www.reta.com/recertification)

**Event**

- **Event Date(s):** 04/01/2020
- **Organization providing event:** Monterey RETA Chapter
  - Monterey, CA, US
- **Event Type:** On site
  - Salinas, CA, US
- **Number of Credits Earned:** 0.0 PDH

**Details**

- **Additional Details:**

**Attachments**

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