



HIMSS Professional Certification in Healthcare Information and Management Systems (CAHIMS, CPHIMS, and CPHIMS-CA) Renewal Requirements and Application

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Purpose

The HIMSS Certification renewal program ensures that certified professionals demonstrate ongoing competence in the content areas in which they are certified through maintenance activities. For the purposes of renewal, the HIMSS Professional Certification Committee further defines maintenance activities as follows:

Completion of educational programs that provide updated training and skills to allow continued competence in healthcare information and management systems by earning the required number of continuing education (CE) hours in any of the CAHIMS, CPHIMS, and CPHIMS-CA content domains.

HIMSS Certification – You’re making Your Mark!

Practitioner Definition

Healthcare information and management systems professionals facilitate the improvement of business practices using technology to support information management in and across healthcare settings, aligned with strategic objectives. These professionals may participate:

- in planning, operations, and optimization of resources and business processes.
- in the analysis, design, development, selection, testing, evaluation, improvement, and implementation of systems.
- as in-house or external consultants for information and management systems topics.
- in the development and administration of fiscal, technical, regulatory, and human resources policies and procedures related to healthcare information and management systems.

Maintaining Your HIMSS Credential Means:

- Demonstrating commitment to your professional area of expertise, a dedication to quality healthcare, and a need to establish high standards in managing healthcare information and management systems.
- Offering ongoing value to your profession and employer through continuation of your personal education, allowing you to maintain your expertise and contribute at the highest levels.
- Having an edge over non-certified professionals. HIMSS Certification signifies experience and knowledge, and validates professional competence for employers, consumers, and yourself.

Why Renew?

- Return on investment from the high value of being a HIMSS Certificant
- Professional prestige helps you remain competitive in a tough job market
- Demonstration of your ongoing commitment and competence in healthcare information and management systems
- Networking opportunities with your peers who share your level of expertise
- Continue to use your certification credentials – without renewal, you must cease to use your HIMSS credential after your expiration date



Renewal Cycle

Renewal must be completed every three (3) years to maintain your CAHIMS, CPHIMS, or CPHIMS-CA certification. Please complete your renewal application at least four (4) weeks before the expiration date on your certificate to allow time for your application to be processed before your certification expires.

For **CAHIMS**, you are required to obtain 45 CE's during your renewal cycle.

- A minimum of 25 of the 45 CE's must be obtained from HIMSS or HIMSS-Approved Provider activities.

For **CPHIMS**, you are required to obtain 45 CE's during your renewal cycle.

- A minimum of 25 of the 45 CE's must be obtained from HIMSS or HIMSS-Approved Provider activities.

For **CPHIMS-CA**, you are required to obtain 60 CE's during your renewal cycle.

- 45 CE's as described above for the CPHIMS credential
- An additional 15 CE's are required specific to Canadian healthcare information and management systems
 - A minimum of 10 of the 15 additional CE's must be obtained from COACH: Canada's Health Informatics Association activities.

Credential	Total Number of CE's Required	HIMSS or HIMSS-Approved Provider	COACH	Other Provider
CAHIMS	45 CE's	Minimum of 25		Maximum of 20
CPHIMS	45 CE's	Minimum of 25		Maximum of 20
CPHIMS-CA	60 CE's	Minimum of 25	Minimum of 10	Maximum of 25

Renewal Process

The renewal cycle for HIMSS designations is every three (3) years, with expiration on the last day of the month in which your certification expires. Renewal may be achieved through either participation in continuing professional education activities or through re-taking and passing the current form of the certification exam corresponding to your credential, and Canadian Supplement when applicable. *Individuals who have earned the CPHIMS-CA will maintain their renewal cycle based on successful achievement of the CPHIMS credential.*

To Renew Through Continuing Professional Education You Must:

- Obtain the required number of CE's during your renewal cycle by participating in professional education activities.
- Document and maintain a file of your activity (for auditing purposes only).
- Report your CE's to HIMSS via the online Certification Transcript in your HIMSS profile, and ensure your renewal fee is paid by your expiration date.

Qualifying Continuing Education Activities and Calculation of CE's

Continuing Education Content

CE's must be earned within your renewal cycle and must be relevant to the healthcare information and management systems field as presented in the HIMSS Certification Content Outline to be eligible for



continuing education credit. For CPHIMS-CA holders, the additional portion of CEs required must be relevant to the field as presented in the Canadian Supplement Content Outline.

Calculation of CEs

Calculation of CEs is based upon clock hours. One (1) CE hour is awarded for each 60 minutes of attendance or participation. Fractional parts of an hour in duration will be considered for partial credit hours. The calculation is defined as the number of minutes engaged in educational activity divided by 60. Common equivalencies are provided in the table below.

Minutes of Education	Eligible CEs
30 minutes	0.5 CE hour
60 minutes	1.0 CE hour
90 minutes	1.5 CE hour
120 minutes	2.0 CE hour

Continuing Education Activities

Category 1: Continuing Education Hours

Participation in educational programs on topics relevant to healthcare information and management systems.

1 CE hour for each 60 minutes of participation

1. Educational portions of HIMSS/COACH educational activities (i.e., international, national, state, provincial, local, or regional activities)
2. Educational portions of programs sponsored by related organizations on topics that maintain, update, or enhance knowledge and/or skills relevant to the healthcare information and management systems profession.

Category 1 Audit: If your renewal application is selected for an audit, you will be required to submit supporting documents such as a copy of the completion certificate(s) showing the date(s), title, number of continuing education hours, sponsoring organization, etc. In addition, you may be required to provide evidence of the applicability of the activity to CAHIMS, CPHIMS, or CPHIMS-CA.

Category 2: Academic Credits

Participation in formal educational programs of study that address relevant healthcare information and management systems subject areas.

1. Post-secondary courses attended for credit, including guided independent study and regular college or university courses. Courses taken in pursuit of healthcare information and management systems relevant associate, baccalaureate, masters, or doctorate degrees are included. All coursework and final exams must be completed by your renewal cycle end date.

5 CE hours for each academic credit

2. Audit of academic courses or relevant non-credit adult education courses, relevant to healthcare information and management systems, without completing necessary requirements for full formal credit. Course must be completed by your renewal cycle end date.

3 CE hours for each academic course completed



Category 2 Audit: If your renewal application is selected for an audit, you will be required to submit supporting documents such as transcript(s) showing the number of academic credits, sponsoring organization, etc. In addition, you may be required to provide evidence of the applicability of the course content to your CAHIMS, CPHIMS, or CPHIMS-CA.

Category 3: Presentations

Presentation of material relevant to healthcare information and management systems professionals. Presentations are defined as the development of an original work delivered to an audience.

1. Speaker at an educational program
1 CE hour for each 15 minutes of podium time
2. Panel participant at an educational program
1 CE hour for each 60 minutes of podium time
3. Guest lecturer for a college/university course
1 CE hour for each 15 minutes of podium time
4. Primary author of content related to healthcare information and management systems utilized in e-learning and/or other media presentations.
1 CE hour for each 15 minutes of presentation time

Category 3 Audit: If your renewal application is selected for an audit, you will be required to submit supporting documents such as a copy of the presentation outline, abstract, letter accepting your abstract, or a letter inviting you to speak, and evidence that you actually presented the topic e.g., thank you letter on official letterhead.

Category 4: Publications

Publication is defined as the development of an original work, relevant to the healthcare information and management systems profession, reproduced by written or electronic means for general dissemination to the public (unless required as part of work responsibilities).

1. Book related to healthcare information and management systems. You must be the author or co-author.
20 CE hours
2. Book chapter related to healthcare information and management systems. You must be the author or co-author.
15 CE hours
3. Article published in a peer-reviewed journal related to healthcare information and management systems. You must be the author or co-author.
5 CE hours
4. Article published in a professional newsletter.
3 CE hours



Category 4 Audit: If your renewal application is selected for an audit, you will be required to submit supporting documents such as a copy of the table of contents or other applicable content with the title, publication date and your name.

Category 5: Professional Service

Complete one (1) or more years of volunteer service during your renewal cycle with an international, national, state, provincial or local related professional organization/society. Accepted volunteer activities include boards of directors, committees, work groups, task forces, and review boards (unless required as part of work responsibilities).

5 CE hours for each year of service

Category 5 Audit: If your renewal application is selected for an audit, you must submit the official description of your volunteer duties, a detailed description of 500 words or less, describing the impact of this service on your ability to obtain new knowledge in healthcare information and management systems. In addition, you will be required to provide supporting documentation of your volunteer service: e.g., copy of the official letter or other documents from the organization attesting to your service and the dates of the service.

Category 6: Item Writing

Item writing for the CAHIMS, CPHIMS, or CA Exams

CE hours pre-determined by HIMSS or COACH respectively.

Category 6 Audit: If your renewal application is selected for an audit, you must submit the official letter from HIMSS or COACH acknowledging your participation and the number of CE hours earned and the date earned.

Non-Qualifying Continuing Education Activities

Examples of activities that do not qualify for CE hours are as follows. The list is illustrative and not intended to be all-inclusive. Responsibilities that fall within the normal parameters of an individual's job description, including, but not limited to, the following:

- staff meetings;
- grand rounds;
- preparation for and/or participation in accreditation and licensure surveys;
- preparation of procedure, policy, or administrative manuals;
- conducting tours;
- participation in career day activities;
- development of employee and staff training materials
- Published materials and/or presentations developed as a direct part of an individual's employment
- Instructing or teaching a class
- Summarizing articles, audiotapes, or video

Reporting Your CE Hours

Individuals are responsible for tracking their own CE hours earned during a renewal cycle. Start documenting your continuing education hours through the new [HIMSS online tracking certification application](#), which is linked to your HIMSS account. Now, you can record your continuing education units (CEUs) online anytime, anywhere! Please note: paper submissions are no longer accepted.



How to track your online continuing education units (CEU) to meet recertification requirements:

Log in to your HIMSS Account

1. In the upper right hand corner of HIMSS.org, click “Sign In”
2. Hover your mouse over your name in the toolbar and click “My Account” from the drop-down menu.
3. On your account dashboard, click “Certifications” from the “My Involvement” drop-down menu.

Adding CEUs

1. Under “My Certifications”, click the Edit” icon.
2. Click the orange “Add New Transcript” button.
3. A pop-up box will appear. Fill out the fields in the pop-up box to add your qualifying CEU.
4. Don’t forget to click the “Save” button.
5. Edit or remove continuing education credits as needed.

Submitting Your Application

1. Once you have entered a sufficient number of credits to meet the requirements, a GREEN notice will appear above the “Add New Transcript” area.
2. Click the orange “Submit Transcript” button.
3. A RED notice will appear, taking you to the payment page.
4. Submit payment to complete your application.

You may report your CE hours to HIMSS as soon as the first month *after* your last certification expiration date, but not before, as applicable activities must take place during your recertification cycle.

You may submit your application for approval up to six (6) months in advance of your certification expiration date.

When to Submit Your Application

You may report your CE hours to HIMSS as early as six (6) months prior to your renewal cycle end date. Failure to report your CE hours by your renewal date will revoke your HIMSS Certification status.

Renewal Fee:

HIMSS Member Fee - \$175 Non-Member Fee - \$250

Reinstatement of Credential

Individuals whose credential has been expired may only be reinstated through re-taking and passing the appropriate written exam.



Audits

A percentage of renewal applications are randomly selected for audit. Individuals selected for audits will be notified in writing and are required to submit verifiable audit documentation as described for each of the six categories of professional development activities.

If audited, you will be required to provide documented proof of all CE activity reported on the CAHIMS, CPHIMS, and CPHIMS-CA Reporting Form to HIMSS within thirty (30) days of notification. If you are unable to provide documented proof within thirty (30) days, your certification will be considered revoked.

If all documents are complete and the appropriate number of CE hours is accounted, you will be notified that your renewal is valid and will be issued an updated certificate within six (6) weeks. If it is determined that some CE hours are not applicable, HIMSS may allow additional time for you to submit or earn additional replacement CE hours.

Extensions

The HIMSS Professional Certification Committee may grant an extension of time to complete the number of CE hours required for a renewal cycle. An extension of time shall not relieve the individual of the responsibility for completion of the CE requirements. Individuals may request an extension by submitting a written request to the HIMSS Professional Certification Committee for consideration.

Requests extensions should be sent to: HIMSS, c/o Director of Certification, 33 W. Monroe St. Ste. 1700, Chicago, IL 60603 or email your request to certification@himss.org.

Requests for extensions must be made no less than 3 months prior to your scheduled renewal date.

Frequently Asked Questions

How can I earn CE hours?

HIMSS offers many opportunities to earn CE hours through conferences, meetings, audio and web seminars, distance learning courses, and other activities that qualify for CE hours.

Can I use CE hours earned through organizations other than HIMSS?

Yes. The Professional Certification Committee accepts CE hours earned through other organizations provided they qualify as valid CE activities and are relevant to healthcare information and management systems.

HIMSS Approved Providers of Education

HIMSS does approve providers of education to award continuing education hours that will be accepted on recertification applications for HIMSS certification.

A current list is available on the HIMSS website and is updated quarterly: <http://www.himss.org/health-it-certification/renewal/approved-education-providers>.

Can I earn CE hours by earning another certification?

No. At this time, the HIMSS Professional Certification Committee has not designated this as an applicable CE activity.



How can I find out how many CE hours I have earned so far?

Individuals must track their own CE hours earned during a renewal cycle. HIMSS does not track participation in professional development activities.

What should I do with my CE documentation?

HIMSS does not require you to submit your CE documentation at the time of renewal. You should not submit any paperwork, other than your renewal application, accompanying fee, and reporting form. Please save all CE documentation until you are either a) sent your new certificate or b) contacted for an audit. From the time you submitted your renewal, please allow eight (8) weeks to be notified.

Do CE hours carry over from one renewal period to another?

No. You can only report CE hours earned during your current renewal cycle.

What if I do not have enough CE hours to renew and maintain my certification?

If you do not report the required CE hours by the end of your renewal cycle, your credential will be revoked. The HIMSS Professional Certification Committee provides the opportunity to request a temporary waiver or extension as described above for significant circumstances.

What happens if I do not renew?

If you fail to renew, your certification will be revoked. Once your certification is revoked, you are no longer certified, can no longer use the designation, and your certification can only be reinstated by re-taking and passing the CPHIMS exam.

What is the audit process?

In order to ensure high standards of competency and continuing education, HIMSS will conduct random audits. A random selection of renewal applications will be sampled to participate in an audit.

If audited, you will be required to provide documented proof of all CE activity reported on the CAHIMS, CPHIMS, and CPHIMS-CA Certification Transcript to HIMSS within thirty (30) days of notification. If you are unable to provide documented proof within thirty (30) days, your certification will be considered revoked.

If all documents are complete and the appropriate number of CE hours is accounted, you will be notified that your renewal is valid and will be issued an updated certificate within six (6) weeks. If it is determined that some CE hours are not applicable, HIMSS may allow additional time for you to submit or earn additional replacement CE hours.