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

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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 Board for Healthcare Information and Management Systems ("PCB") further defines maintenance activities as follows:

Completion of educational programs and professional activities 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, CPHIMS-CA and CPDHTS 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

Recertification must be completed every three (3) years to maintain your CAHIMS, CPHIMS, CPHIMS-CA or CPDHTS certification. Recertification must be completed every two (2) years to maintain your CPDHTS certification. Please complete your recertification 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 a total of 45 hours during your recertification cycle.
- A minimum of 25 of the 45 hours must be obtained from HIMSS or HIMSS-Approved Providers of Education or HIMSS Approved Education Partner activities.
- Of the required 45 hours, at least two (2) hours must cover topics related to ethics or conflict of interest.

For **CPHIMS**, you are required to obtain a total of 45 hours during your recertification cycle.

- A minimum of 25 of the 45 hours must be obtained from HIMSS or HIMSS-Approved Providers of Education or HIMSS Approved Education Partner activities.
- Of the required 45 hours, at least two (2) hours must cover topics related to ethics or conflict of interest.

For **CPHIMS-CA**, you are required to obtain a total of 60 hours during your renewal cycle.

- 45 hours as described above for the CPHIMS credential, including a minimum of 25 hours that must be obtained from HIMSS or HIMSS-Approved Providers of Education or HIMSS Approved Education Partner activities.
- Of the required 45 hours, at least two (2) hours must cover topics related to ethics or conflict of interest.
- An additional 15 CE hours are required specific to Canadian healthcare information and management systems
  - A minimum of 10 of the 15 additional CE hours must be obtained from Digital Health Canada: Canada's Health Informatics Association activities.

For **CPDHTS**, you are required to obtain a total of 30 hours during your recertification cycle.

- A minimum of 15 of the 30 hours must be obtained from HIMSS or HIMSS-Approved Providers of Education or HIMSS Approved Education Partner activities.
- Of the required 30 hours, at least two (2) hours must cover topics related to ethics or conflict of interest.

Credential	Total Number of Hours Required	HIMSS or HIMSS-Approved Providers of Education or HIMSS Approved Education Partner	Ethics or Conflict of Interest	Digital Health Canada	Other Provider
CAHIMS	45 Hours	Minimum of 25	Minimum of 2		Maximum of 20
CPHIMS	45 Hours	Minimum of 25	Minimum of 2		Maximum of 20
CPHIMS-CA	60 Hours	Minimum of 25	Minimum of 2	Minimum of 10	Maximum of 25
CPDHTS	30 Hours	Minimum of 15	Minimum of 2		Maximum of 15

Renewal Process

The recertification cycle for HIMSS CAHIMS, CPHIMS, and CPHIMS-CA designations is every three (3) years, and the recertification cycle for HIMSS CPDHTS designation is every two (2) years, with expiration on the last day of the month in which your certification expires. Recertification 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 hours during your renewal cycle by participating in continuing education activities.
- Document and maintain a file of your activity (for auditing purposes only).
- Report your CE hours 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 CEs

Continuing Education Content

CE hours must be earned within your renewal cycle and must be relevant to the healthcare information and management systems field as presented in the HIMSS Outline of Exam Topics to be eligible for continuing education credit. For CPHIMS-CA holders, the additional portion of CE hours required must be relevant to the field as presented in the Canadian Supplement Content Outline.

Calculation of CE Hours

Calculation of CE hours 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: CE Hours | Seminars, Workshops and Conference Sessions | No limit
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/Digital Health Canada 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.

3. CE events

4. Approved Providers of Education

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, CPHIMS-CA or CPDHTS.

Category 2: Academic Credits | No limit
Participation in formal educational programs of study that address relevant healthcare information and management systems subject areas.

1. Post-secondary courses taken for credit in pursuit of an associate, baccalaureate, masters, or doctorate, relevant to healthcare information and management systems.
   5 CE hours for each academic credit
2. Audited or non-credit adult education courses taken, relevant to healthcare information and management systems, without completing necessary requirements for full formal credit.
   1 CE hours for each academic course completed
3. HIMSS Approved Education Partners

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, CPHIMS-CA or CPDHTS.

Category 3: Presentation | 10-hour limit

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. You can only claim credit for the same course one (1) time each recertification period.

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*

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 | 20-hour limit

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, 5 hours for each update*

2. Book chapter related to healthcare information and management systems. You must be the author or co-author: *10 CE hours, 3 hours for each update*

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. Published dissertation relevant to healthcare information and management field: *5 CE hours*

5. Peer review of article published in a peer reviewed journal related to healthcare information and management system: *1 CE hour per article*.

6. Article published in a professional newsletter: *1 CE hour per article.*

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 | 25-hour limit

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).

1. Serving in the capacity of Chair or Vice-Chair onboards of directors, committees or review boards: **10 hours per year**
2. Serving in the capacity of member on boards of directors, committees or review boards: **7 hours per year**
3. Serving in the capacity of Chair or Vice-Chair for task forces or workgroups: **7 hours per year**
4. Serving in the capacity of member for task forces, workgroups or other: **5 hours per year**
5. Serving as a Lead Digital Health Validation Partner: **7 hours per validation**
6. Serving as an Associate Digital Health Validation Partner: **5 hours per validation**

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 | 5-hour limit (except for CPHIMS-CA | 10-hour limit)
Item writing for the CAHIMS, CPHIMS, CPHIMS-CA or CPDHTS Exams
CE hours pre-determined by HIMSS or Digital Health Canada respectively.

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

Category 7: Ethics | 2-hour minimum, no limit

Each renewal cycle no less than two CE hours must be designated as an "Activity Type" of Ethics.

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:

- 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
- Development of published materials and/or presentations as a direct part of an individual's employment
- Instructing or teaching a class that is part of your employment
- Summarizing articles, audiotapes or video
- Programming that is platform specific (such as software certifications and associated prep courses or user group meetings) do not meet the above stated recertification requirements

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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 HIMSS online tracking certification application, which is linked to your HIMSS account.

How to track your online continuing education units (CE) 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 "Transcript CE Hours" from the menu.

Adding CEs

1. Click the "CE Hours" button.
2. A pop-up box will appear. Fill out the fields in the pop-up box to add your qualifying CE.
3. Don't forget to click the "Save" button.
4. 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 "Submit" button will appear.
2. Click the "Submit " button.
3. Review the "authenticate and attest" statement. Click "yes" or "no".
4. Enter and 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.

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.

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 seven categories of professional development activities.

If audited, you will be required to provide documented proof of all CE activity for the CAHIMS, CPHIMS, CPHIMS-CA, and CPDHTS 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 Staff 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 Staff for consideration.

> **Requests extensions should be sent to:** HIMSS, c/o Director of Professional Certification Products, 550 W. Van Buren Street, Suite 1110, Chicago, IL 60607 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.

Failure to Recertify

If an applicant fails to renew, their certification will expire. To regain use of the credential and continue to represent themselves as certified, the applicant must apply for, take, and pass the current examination. Once an individual's certification is expired, they are no longer certified, can no longer use the designation, and their certification can only be reinstated by re-taking and passing the appropriate certification exam.

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. HIMSS 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.

Can I earn CE hours by earning another certification?
No. At this time, the HIMSS Professional Certification Board for Healthcare Information and Management Systems 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 unless you are selected for audit. 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) contacted for an audit or b) submit your NEXT recertification application.

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 expire. To regain use of the credential and continue to represent yourself as certified, you must apply for, take, and pass the current examination. HIMSS provides the opportunity to request an extension as described above for significant circumstances.

What happens if I do not renew?
If you fail to renew, your certification will expire. To regain use of the credential and continue to represent yourself as certified, you must apply for, take, and pass the current examination. Once your certification is expired, you are no longer certified, can no longer use the designation, and your certification can only be reinstated by re-taking and passing the 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, CPDHTS, 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.