



Association for Healthcare Documentation Integrity

# CHDP, CHDP-A, CHDP-S Recertification Handbook



## Table of Contents

<b>CHDP Recertification Guidelines and Policies</b> .....	<b>3</b>
CHDP-A and CHDP-S Microcredentials .....	<b>3</b>
<b>Understanding CHDP Recertification</b> .....	<b>4</b>
Understanding CHDP-A and CHDP-S Recertification .....	<b>4</b>
<b>Recertification Requirements for Multiple Credentials</b> .....	<b>4</b>
CEC Summary Table for Multiple Credentials .....	<b>5</b>
<b>CE Requirements for CHDP Recertification</b> .....	<b>5</b>
CE Requirements for Recertification of One Microcredential.....	<b>5</b>
CE Requirements for Recertification of Two Microcredentials .....	<b>6</b>
<b>Accruing and Reporting Credits</b> .....	<b>6</b>
<b>Earning Continuing Education Credits (CECs)</b> .....	<b>6</b>
<b>CHDP Recertification Fees</b> .....	<b>8</b>
CHDP-A/CHDP-S Recertification Fees.....	<b>9</b>
<b>Recertification Fees for Multiple Credentials</b> .....	<b>9</b>
<b>Recertification Extensions and Fees</b> .....	<b>10</b>
<b>Early Submissions</b> .....	<b>10</b>
<b>Review, Audit, Denial</b> .....	<b>10</b>
<b>Failure to Recertify</b> .....	<b>11</b>
<b>Lapsed Notices and Grace Period</b> .....	<b>11</b>
<b>Certification Status</b> .....	<b>12</b>
<b>Change of Name, Address</b> .....	<b>12</b>
<b>Requests for Approval of CE Activities</b> .....	<b>12</b>
<b>Filling Out CE Approval Request Forms</b> .....	<b>13</b>
<b>Proof of Attendance</b> .....	<b>14</b>
<b>College Courses/Independent Study</b> .....	<b>14</b>
<b>Written Summaries</b> .....	<b>14</b>
<b>Filling Out CE Summary Forms</b> .....	<b>15</b>
<b>CE Forms and Downloads</b> .....	<b>16</b>
<b>Materials Submission</b> .....	<b>16</b>
<b>Contact AHDI</b> .....	<b>16</b>

*Association for Healthcare Documentation Integrity (AHDI)*

*3430 Tully Rd, Suite 20 #112, Modesto, CA 95350*

*Phone: Toll Free (800) 982-2182 - Direct (209) 527-9620 | Fax: (209) 527-9633 | [www.ahdionline.org](http://www.ahdionline.org)*

*Copyright 2022 by the Association for Healthcare Documentation Integrity. All rights reserved.*

## CHDP Recertification Guidelines and Policies

CHDPs maintain their credential and build on their competency through participation in continuing education activities relevant to medical transcription and healthcare documentation. Recertification is required every 3 years. This is necessary for the practitioner to function effectively in today's fast-paced healthcare environment.



A minimum of 30 continuing education credits (CECs) must be accrued, with at least 26 of these in the core areas of Clinical Medicine, Medicolegal Issues, Professional Development, and Technology & Tools to recertify your CHDP credential. The remaining 4 required CECs may be obtained in either the Core areas mentioned above or the Optional area of Complementary Medicine. *It is recommended that CHDPs obtain more than the minimum 30 CECs, in the event a question arises as to the creditworthiness of an activity.*

Also see “CE Requirements for CHDP Recertification” and the “CE Summary Table for Multiple Credentials” information, examples, and table within this handbook.

**Membership in AHDI is not a requirement to hold CHDP, CHDP-A, or CHDP-S credentials; however, it is encouraged because of the opportunities and benefits afforded members.**

## CHDP-A and CHDP-S Microcredentials

The Certified Healthcare Documentation Professional Auditor (CHDP-A) and Certified Healthcare Documentation Professional Scribe (CHDP-S) are microcredentials of the Certified Healthcare Documentation Professional credential (CHDP). It is required to have earned the CHDP credential prior taking the Auditor and/or Scribe exams. Upon successfully completing the Auditor and/or Scribe exam(s), the Auditor and/or Scribe microcredential(s) will replace the CHDP credential.

### **EXAMPLES**

Jackie Smith, CHDP-A (**not** Jackie Smith, CHDP, CHDP-A)

Grace Taylor, CHDP-S (**not** Grace Taylor, CHDP, CHDP-S)

Leslie Johnson, CHDP-A, CHDP-S (**not** Leslie Johnson, CHDP, CHDP-A, CHDP-S)

Also see “Understanding CHDP-A and CHDP-S Recertification” in this guide.

## Understanding CHDP Recertification

Upon initial certification, CHDPs are placed in a 3-year continuing education (CE) cycle based on the anniversary month of their exam, expiring the last day of the month. (Example: An HDS who successfully passes the CHDP exam in May 2023 will need to recertify by May 31, 2026.)

All CHDPs are responsible for knowing when their cycle ends. This information is sent at the time of initial certification and can be found on your CHDP Certificate or Validation of Recertification. You can also access your credential expiration date within your AHDI record online at [www.ahdionline.org](http://www.ahdionline.org) (must log in).

## Understanding CHDP-A and CHDP-S Recertification

Those who earned the CHDP-A or CHDP-S microcredential will have their recertification cycle aligned with their original CHDP cycle. Likewise, CHDPs, CHDP-As, or CHDP-S who already hold an RHDS or CHDS credential will have their recertification cycle aligned with their original RHDS or CHDS cycle. Those with multiple AHDI credentials/microcredentials will have their recertification cycle aligned with their original credential's cycle.

All CHDP-As and CHDP-Ss are responsible for knowing when their cycle ends. This information is sent at the time of initial certification after passing the microcredentialing exam(s), and recertification and can be found on your respective CHDP, CHDP-A, or CHDP-S Certificate or Validation of Recertification. You can also access your credential expiration date within your AHDI record online at [www.ahdionline.org](http://www.ahdionline.org) (must log in).

## Recertification Requirements for Multiple Credentials

Credentials with "Certified" outweigh those with "Registered." Each credential earned adds 10 CECs and each microcredential earned adds 5 CECs. Therefore:

- Those with "Certified" types of credentials default to a baseline of 30 CECs plus 10 CECs (a total of 40 CECs) if you also hold a credential with "Registered" or two "Certified" credentials.
- Those with one microcredential must earn a baseline 35 CECs plus 10 CECs if they also hold either an RHDS or CHDS credential (a total of 45 CECs).
- Those with both microcredentials must earn a baseline 40 CECs plus 10 CECs if they also hold either an RHDS or CHDS credential (a total of 50 CECs).

*Example 1: An RHDS who earns the CHDP will now default to 30 CECs plus 10 CECs, for a total of 40 CECs, for holding both RHDS and CHDP credentials."*

*Example 2: A person who holds both microcredentials must earn a baseline 40 credits plus 10 credits if they hold either the RHDS or CHDS credential, for a total of 50 credits.*

## CEC Summary Table for Multiple Credentials

CECs	RHDS	CMT or CHDS	CHDP	CHDP-A	CHDP-S	CHDP-A and CHDP-S	RHDS or CHDS plus CHDP	RHDS or CHDS plus CHDP-A or CHDP-S	RHDS or CHDS plus CHDP-A and CHDP-S
CM	6	8	8	8	8	8	8	8	8
ML	2	4	4	4	4	4	4	4	4
TT	6	8	8	8	8	8	8	8	8
PD	4	6	6	6	6	6	6	6	6
Optional CoM and/or Add'l Core Credits	2	4	4	4	4	4	4	4	4
Add'l Core Credits*				5*	5*	10*	10*	15*	20*
<b>Total Stand- alone Credits</b>	<b>20</b>	<b>30</b>	<b>30</b>	<b>35</b>	<b>35</b>	<b>40</b>	<b>40</b>	<b>45</b>	<b>50</b>
<b>Total Add'l Credits if hold multiple credentials</b>			10	15	15	20			

***\*Please note that additional credit amounts shown must be earned from any of the Core Areas as outlined on the CEC Requirements Table.***

## CE Requirements for CHDP Recertification

- Accrue at least 30 continuing education credits (CECs), including 26 CECs in the Core Areas and remaining 4 CECs from Core Areas and/or Optional Areas (see the “Multiple Credentials CEC Summary Table” if you hold multiple credentials).
- Complete the CE Summary form.
- Return the Recertification Agreement.
- Pay the recertification fee.
- Submit supporting documentation in the event of audit (also see details in the “Review, Audit, Denial” section of this guide).

## CE Requirements for Recertification of One Microcredential

- Accrue at least 35 continuing education credits (CECs), including 26 CECs in the Core Areas and remaining 4 CECs from Core Areas or Optional Areas, plus an additional 5 CECs from any Core Areas (also see the “CEC Summary Table for Multiple Credentials” if you hold multiple credentials).
- Complete the CE Summary form.
- Return the Recertification Agreement.
- Pay the recertification fee.
- Submit supporting documentation in the event of audit (also see details in the “Review, Audit, Denial” section of this guide).

## CE Requirements for Recertification of Two Microcredentials

- Accrue at least 40 continuing education credits (CECs), including 26 CECs in the Core Areas and remaining 4 CECs from Core Areas or Optional Areas, plus an additional 10 CECs from any Core Areas (also see the “Multiple Credentials CEC Summary Table” if you hold multiple credentials).
- Complete the CE Summary form.
- Return the Recertification Agreement.
- Pay the recertification fee.
- Submit supporting documentation in the event of audit (see details in the “Review, Audit, Denial” section of this guide).

### Accruing and Reporting Credits

Each 3-year CE cycle begins on the date specified in the Notification of Certification letter. No CECs are awarded for initial certification. CHDPs, CHDP-As, and CHDP-Ss must record AHDI-approved CE activities on Continuing Education Summary Forms and submit them at the end of each 3-year cycle. (See “Filling Out CE Summary Forms” in this guide.)

**All forms and fees must be received in the Modesto office by the recertification deadline.** All activities reported must have been completed within the current 3-year cycle. CECs earned in excess of the minimum 30 required cannot be carried over to the next cycle.

### Earning Continuing Education Credits (CECs)

CECs are earned by participating in creditworthy activities relevant to healthcare documentation. An activity is defined as a single presentation, lecture, educational course, workshop on a single topic, approved quiz, or article summary. Live activities such as lectures, workshops, seminars, and symposia may be approved for CE credit based on contact hours (ie, 30 minutes equals 0.5 credit, 45 minutes equals 0.75 credit, 1 hour equals 1 credit). No credit is given for activities less than 30 minutes in length. All activities are evaluated individually for creditworthiness (e.g., when several educational activities are part of a larger program, each activity is evaluated individually for creditworthiness and number of credits that may be approved). A written summary of an individual creditworthy activity earns only 1 CEC regardless of the length of the original activity. All activities must meet the requirement of providing content of an appropriate scope and nature for a recertifying CHDP, CHDP-A, or CHDP-S (see the [CEC Requirements Table](#) for examples).

**Proof of attendance certificates or forms, summaries, and quizzes should be submitted at the end of cycle only in the event of notification of audit, along with the Continuing Education Summary form, fees, and Recertification Statement and Agreement.**

Credit is awarded for approved activities relevant to all healthcare documentation professionals as follows:

- 1 CEC for each 1-hour approved webinar attended live (attendees are sent a Proof of Attendance email 24 hours after the event ends) or each 1-hour webinar recording watched. **IMPORTANT NOTES:**
  - If you purchase a webinar but miss the live Zoom event, you must write a 300-word summary as proof of viewing; you will not receive a Proof of Attendance email.
  - If you purchase a recorded webinar or recorded conference session from AHDI's Online Learning Library (<https://ahdi.ce21.com/account/login>), a Certificate of Completion will be available to save, download, or print once the 85% viewing requirement is met. This also applies to recorded webinars viewed using the quarterly coupon codes provided to AHDI members (3 free webinars per quarter are provided as a member benefit). *Not a member? [Learn more and join now.](#)*
- 1 CEC for each approved summary of a creditworthy article, book chapter, or book; televised, videotaped, or audiotaped program; or observed procedure.
- 1 CEC for completion of reading an article and taking the corresponding quiz within the Online Learning Library (must receive a passing score of 85% or higher to be submitted as part of the documentation; 2 tries are allowed) or self-graded quizzes.
- 10 CECs for each college-credit course or college-credit equivalent whose contact hours meet or exceed 10 hours of activity (courses must meet creditworthy activity requirements as being relevant to healthcare documentation; again, refer to the [CEC Requirements Table](#)).

The maximum number of CECs allowed for any single activity is 10. For clarification, a single source or activity is defined as any course or book providing professional development in a single content area. For more detail on what activities are classified as single source, download the [AHDI Recredentialing Resource Guide](#). It is a goal of AHDI's recredentialing program to ensure that CHDPs are engaging in diverse, well-rounded continuing education and not earning all 30 CECs from a single activity, course, or product. Credit is awarded only one time during a 3-year cycle no matter if an attendee attends the same presentation or workshop multiple times.

CECs for completion of AHDI modules, videos, or CDs, as well as recordings of creditworthy speakers at AHDI national conferences or webinars, are as originally specified for each. Proof of attendance is required when completed in a group setting; a summary (worth the number of CECs for which it was assigned) is required for independent study or proof of completion if reviewed by recording as opposed to attending the original session if a certificate or other proof of attendance is not available or provided.

Authors desiring CE credit for writing must submit a summary of the article, book chapter, or book, or a copy of the publication itself, for which they are seeking credit. Submit this request for approval prior to submitting the [Continuing Education Summary form](#).

Authors with an AHDI credential who writes a creditworthy feature article will receive two (2) CECs in the same category type in which it is approved. They may earn an additional one (1) CEC for writing a 10- to 20-question quiz to go along with the article.

Speakers providing creditworthy presentations or workshops may receive double the number and type of continuing education credits per contact hour as those attending the presentation or workshop. Credit is awarded only one time during a 3-year cycle, even if a speaker gives the same presentation or workshop multiple times or if an attendee attends the same presentation or workshop multiple times.

Instructors may receive credit for documented presentation of instructional material (i.e., teaching a class) only one time during a 3-year cycle if the content is of an appropriate scope and relevance to healthcare documentation. The number of approved credits may vary based on length and scope of content.

AHDI will automatically accept approved continuing medical education (CME) credits as CE credits for CHDPs when submitted at the time of recertification and accompanied by documentation of CME approval. CHDPs should request separate approval from AHDI for CME programs directed to physicians and other healthcare providers. The [Activity Provider List](#) includes preapproved activities.

All activities must be formally presented by qualified professionals about creditworthy topics relevant to healthcare documentation and directed to professional audiences. Articles, presentations, and workshops directed to lay audiences or general public are generally not creditworthy (some exceptions may be allowed). Live presentations must be given by subject-matter experts.

## CHDP Recertification Fees

The recertification fee is \$75 every 3 years for AHDI members and \$105 every 3 years for non-AHDI members. This fee sustains record-keeping and notification systems over the next 3-year CE cycle. The fee is required, nonrefundable, and nontransferable. Statements for Recertification Fees are generated by the certification program and are separate from AHDI dues notices.

	CHDP
Member fee	\$75
Nonmember fee	\$105

**Payment must accompany recertification forms and must be received in the Modesto office by the recertification deadline. CHDPs are responsible for tracking their CECs approved during their 3-year cycle and knowing their recertification cycle expiration date.**



Upon recertification, each CHDP receives an acknowledgement notice and new certificate noting the new cycle’s expiration date. Recertification is valid for 3 years.

*Also see the tables below for fees related to microcredentials and multiple credentials.*

## CHDP-A/CHDP-S Recertification Fees

The recertification fee is \$75 every 3 years for AHDI members and \$105 every 3 years for non-AHDI members. This fee sustains record-keeping and notification systems over the next 3-year CE cycle. The fee is required, nonrefundable, and nontransferable. Statements for Recertification Fees are generated by the certification program and are separate from AHDI dues notices.

	CHDP-A	CHDP-S
Member fee	\$75	\$75
Nonmember fee	\$105	\$105

**Payment must accompany recertification forms and must be received in the Modesto office by the recertification deadline. CHDP-As and CHDP-Ss are responsible for tracking their CECs approved during their 3-year cycle and knowing their recertification cycle expiration date.**

Upon recertification, each credential-holder receives an acknowledgement notice and new certificate noting the new cycle’s expiration date. Recertification is valid for 3 years.

*Also see the table below for fees related to holding multiple credentials.*

## Recertification Fees for Multiple Credentials

Member and nonmember fees are shown below for each single type of credential and for combinations of holding multiple credentials. The fee is due by your recertification deadline along with the submission of recertification documentation. **NOTE:** *Additional extension and reinstatement fees will be charged for failing to recertify by your original deadline. See below for further details.*

	RHDS	CMT or CHDS	CHDP	CHDP-A	CHDP-S	CHDP-A and CHDP-S	RHDS or CHDS plus CHDP	RHDS or CHDS plus CHDP-A or CHDP-S	RHDS or CHDS plus CHDP-A and CHDP-S
Member fee	\$75	\$75	\$75	\$75	\$75	\$105	\$105	\$105	\$135
Nonmember fee	\$105	\$105	\$105	\$105	\$105	\$135	\$135	\$135	\$165

## Recertification Extensions and Fees

Extensions may be granted to allow CHDPs, CHDP-As, and CHDP-Ss additional time to accrue CECs. **Extension requests must be submitted in writing and accompanied by a \$50 extension fee prior to the original recertification deadline. Because recertification cycles are aligned for those who earn additional credentials, an additional \$10 fee per credential will be applied. Thus, there is a \$50 extension fee for the first credential plus a \$10 fee for each additional credential.**

Final recertification documentation and the normal recertification fee noted previously must be submitted within the 60-day extension period. Being awarded a 60-day extension will result in a permanent change of your recertification deadline. For example, a recertification deadline of 7/31/2022 may be extended to 9/30/2022. The new recertification deadline from that point on will be 9/30 every 3 years. Extension requests and questions may be directed to the credentialing department by calling (toll free) 800-982-2182 ext. 102 or (direct) 209-527-9620 ext. 102.

*Member and nonmember fees noted below show the total amount that would be paid if the original recertification deadline is not met, and extension fees are applied. Again, extension fees must be paid at the time the extension request is submitted in writing prior to the original recertification deadline.*

	RHDS	CMT or CHDS	CHDP	CHDP-A	CHDP-S	CHDP-A and CHDP-S	RHDS or CHDS plus CHDP	RHDS or CHDS plus CHDP-A or CHDP-S	RHDS or CHDS plus CHDP-A and CHDP-S
<b>Member fee</b>	\$125	\$125	\$125	\$125	\$125	\$165	\$165	\$165	\$205
<b>Nonmember fee</b>	\$155	\$155	\$155	\$155	\$155	\$195	\$195	\$195	\$235

## Early Submissions

Recertifying materials/fees may be submitted up to, but not more than, 3 months in advance of your credential's expiration date. Once you are notified that your paperwork for your current cycle is processed and approved, you may begin earning credits for your next cycle. For clarification or further information, please contact us at [credentialing@ahdionline.org](mailto:credentialing@ahdionline.org).

## Review, Audit, Denial

AHDI may audit a CHDP's/CHDP-A's/CHDP-S's reported CE activities at its discretion, request additional information at any time, or deny credit based on information provided.

AHDI randomly identifies approximately 20% of the summary forms in each cycle for audit. When audited, a CHDP, CHDP-A, or CHDP-S must submit proof of attendance, quiz

completions, preapproved CEC Approval Request forms, and/or activity summaries for activities listed on your CEC Summary forms (also see the “Individual Continuing Education Requirements” section in this guide). Certification will expire for CHDPs, CHDP-As, and CHDP-Ss who do not provide the required documentation.

## Failure to Recertify

### **CHDPs, CHDP-As, and CHDP-Ss are responsible for tracking their CECs approved during their 3-year cycle and knowing their recertification cycle expiration date.**

Notify AHDI promptly if reminders, fee statements, or recertification materials have not been received as expected. It is the credential-holder’s responsibility to notify AHDI of any changes in address, name, or contact information (also see the “Change of Name, Address” section in this guide). **Those who do not submit the proper forms and fees to the Modesto office by their 3-year cycle’s expiration deadline will be considered lapsed and no longer be eligible to identify themselves as a CHDP, CHDP-A, or CHDP-S, respectively.**

A 90-day period to reinstate your credential will be given and reinstatement fees will apply. If you do not recertify during the reinstatement period, the only way to become certified again is by successfully passing the CHDP exam. Microcredential holders must take and successfully pass both the CHDP exam and the respective Auditor and/or Scribe microcredentialing exam(s), as the CHDP is a prerequisite for taking a microcredentialing exam. To take the CHDP exam, apply for CHDP [exam eligibility through the AHDI website](#) first.

## Lapsed Notices and Grace Period

A lapsed notice will be sent to any CHDP, CHDP-A, or CHDP-S who does not submit the proper documentation and fees prior to their recertification deadline (or extension date). CHDPs, CHDP-As, and CHDP-Ss have 90 days from the original expiration date to submit their documentation and fees in order for their credential to be reinstated. **There is a \$50 reinstatement fee due, along with the original recertification fee(s), at the time of reinstatement. Because recertification cycles are aligned for those who hold multiple credentials, an additional \$10 fee per credential will be applied. Thus, there is a \$50 reinstatement fee for the first credential plus a \$10 fee for each additional credential.**

**Individuals whose certification has expired are no longer eligible to identify themselves as a CHDP, CHDP-A, or CHDP-S, respectively.** If they do not recertify during the 90-day grace period, the only way to become certified again is by successfully passing the CHDP exam. **NOTE:** If an individual holds either or both microcredentials, they will also need to retake the respective microcredentialing exam.

**NOTE:** Individuals who allow their CHDP, CHDP-A, or CHDP-S to lapse and fail to reinstate it within the 90-day window will have to earn back their credential through examination. To take the CHDP exam, individuals must apply for CHDP [exam eligibility through the AHDI website](#) first.

Member and nonmember fees noted below show the total amount that would be paid if the original recertification deadline is not met, and reinstatement fees are applied.

	RHDS	CMT or CHDS	CHDP	CHDP-A	CHDP-S	CHDP-A and CHDP-S	RHDS or CHDS plus CHDP	RHDS or CHDS plus CHDP-A or CHDP-S	RHDS or CHDS plus CHDP-A and CHDP-S
<b>Member fee</b>	\$125	\$125	\$125	\$125	\$125	\$165	\$165	\$165	\$205
<b>Nonmember fee</b>	\$155	\$155	\$155	\$155	\$155	\$195	\$195	\$195	\$235

## Certification Status

The certification status of an individual is public information, and certification staff will respond to oral or written requests for verification. Certification status (presently certified, never certified, certification lapsed, or certification revoked), certification date, the cycle expiration date, and reason no longer certified (if certification has lapsed or been revoked) may be released.

## Change of Name, Address

In order to protect the individual credential holder, notification of a name change must be made in writing and sent to the certification department at AHDI via email, fax, or mail. A copy of the notice is filed with the credential holder's records for documentation.

Address changes may be made by logging into your AHDI record or by notifying the AHDI office by phone or email.

## Requests for Approval of CE Activities

**All CEC Approval Request forms must be submitted electronically using the [CEC Approval Request eForm](#).**

Forms submitted via postal mail or fax will not be reviewed. Please do not submit hand-written forms that have been scanned. Scanned forms prohibit AHDI from completing the approval section at the bottom of the page and returning it to you with signature and approval decision. Approvals are not considered finalized until and unless they have been signed off by an AHDI staff member in the Certification department.

Credential holders must request approval from AHDI for any CE activities that have not been prior approved by AHDI. These requests must be made at the time they are earned, not at the end of cycle. All CECs submitted at end of cycle must already have been approved.

In the event of audit, results of quizzes taken, narrative summaries of prior-approved articles or webinar recordings in which there isn't an online quiz available, and article summaries from other educational industry-related sources must be submitted along with the Continuing Education Summary form at the end of the recertification cycle in order to demonstrate completion.

## Filling Out CE Approval Request Forms

To facilitate processing approval requests, submit one form for each activity, even if there are several activities on the same day or within the same symposium, seminar, or convention. Fill out the form completely. Attach supporting documentation that further clarifies the request if there is not enough space on the original form. Send a copy of each form to AHDI electronically, and retain copies for your records, also; AHDI will retain the documentation for our files and will not return copies to you. All forms must be submitted electronically by downloading and completing the [CEC Approval Request eForm](#). Submit a maximum of 5 requests per email (or your email may be filtered as spam by our servers). **To avoid delays and/or potential denial of approval requests, be sure to include all required information, as described below.**

- Name and email address of the person to whom the response to the request should be sent.
- Name of the sponsoring chapter, organization, institution, or article source.
- Complete name of the presentation, article, or activity.
- Description of the activity content, including 3 to 5 learning objectives for each activity.
- Speaker's (or author's) name and credential or title.
- Speaker's (or author's) qualifications to address the topic.
- Date(s) of activity.
- Length of time of the activity in hours and/or minutes, or beginning and ending times (do not include breaks or meals).
- Number of CECs requested, marking the appropriate category as you understand it. See CE Requirements Table linked above.

Email your request(s) to AHDI ([credentialing@ahdionline.org](mailto:credentialing@ahdionline.org)) and keep a copy for your records. The approved form will be returned to the person requesting approval by email within 72 hours. However, if the information provided is insufficient to determine creditworthiness, you will be notified so that additional information can be provided, and the processing completed. If approval is denied, a reason will be given. Contact certification staff any time you disagree with a decision or need further clarification. It is possible that a decision may be reversed following discussion if sufficient supporting information is given.

## Proof of Attendance

---

All credentialed individuals must retain proof of attendance and other documentation until notice of recertification has been received, processed, and approved. Proof of attendance and other documentation should be sent to AHDI only if requested in the case of audit. Proof-of-attendance documents should contain the following:

- Name of sponsoring organization.
- Date(s) and time(s) of activities.
- Title of each presentation, activity, or course.
- Name of each speaker, facilitator, or instructor.
- CEC category and credit amount for which the activity was approved.

A CEC Approval Request form signed by a representative of a non-AHDI activity (e.g., tumor board, grand rounds) may serve as proof of attendance.

## College Courses/Independent Study

---

Requests for approval of college courses and independent study programs must include (1) a fully completed CEC Approval Request form, and (2) a copy of the catalog description, course curriculum, or other information detailing creditworthiness (list of textbooks). These should be submitted prior to or within 30 days following course completion. Proof of completion with a final grade of C or higher should be submitted at end of cycle, regardless of audit. **NOTE:** A class/course at the college level does not automatically qualify it for CECs. Content must meet appropriate requirements and relevancy to healthcare documentation in order to be creditworthy. See the CEC Requirements Table and the AHDI Recredentialing Resource Guide for more information.

## Written Summaries

---

Activities requiring written summaries must be completed during the current 3-year CE cycle; that is, creditworthy material must have been read, viewed, or heard during the CE cycle, although it may have been published previously. The information must still be current and relevant. See the AHDI [Recredentialing Resource Guide](#) for further details regarding timeline eligibility guidelines of published works.

Summaries should be submitted and should contain the source of the article or location/sponsor of the program; name and qualifications or credentials of author or presenter; date of activity; page number(s) and volume or publication date of printed source. Websites should be identified by their Internet address and date accessed. These summaries are to be submitted along with the CE Summary form at the end of the recertification cycle in the event of an audit.

A 300-word summary should be written in outline or narrative form to convey the essence of the article or presentation. Summaries must be typed or legibly printed and suitable for photocopying. AHDI will not process illegible summaries.

When available, a graded and scored post-test or quiz may be submitted in lieu of a summary. This is to be submitted with the CE Summary form at the time of recertification in the event of an audit.

## Filling Out CE Summary Forms

Complete forms completed as directed; those filled out incorrectly or incompletely will be returned for correction or completion. Additional summary forms are available online or by request, and blank forms may be photocopied. Other computer-generated forms may be submitted as long as all information requested on the CE summary form is provided.

**Note: If a CE Summary form is submitted more than 3 months before the end of your recertification cycle, you will be notified by phone or email to resubmit the form and supporting documentation for recertification at the appropriate time.**

Carefully follow the directions below for submitting CE Summary forms at the end of each 3-year cycle.

- Type or carefully print all information.
- Fill in name and address. Indicate any recent changes, if applicable.
- Fill in your AHDI ID number and date submitted.
- Check appropriate CE cycle dates.
- Provide contact information (phone, fax, email).
- List only one activity per line.
- List the title, sponsor or source, month/day/year of activity, and the category and number of CECs approved **for each activity**.
- If you are randomly audited, include copies of all activities (e.g., article summaries, quiz results, and proof of attendance documents) with the CE Summary form and other required recertification materials and fees to demonstrate completion of the activity.

List each educational session or speaker separately when part of a symposium or meeting with multiple sessions. EXCEPTION: For events consisting of multiple sessions, you may attach a copy of the proof of attendance or meeting program and enter the event title, sponsor, date(s), and total number of CECs by category if and only if ALL the following information appears on the documentation:

- Name of program/event.
- Program sponsor.
- Date(s).
- Title of each presentation.
- Category and number of CECs for each approved presentation.

Do not write in the section labeled "For Certification Use Only." Send your completed CE Summary form (and any copies of proofs of attendance or programs, if requested for audit purposes) to AHDI. Keep a copy for your records until you receive notice of recertification.

## CE Forms and Downloads

---

[CE Summary Form \(PDF\)](#) or [CE Summary Form \(Word\)](#)

[CEC Requirements Table](#)

[CEC Approval Request Form](#)

[CE Activity Preapproval Program](#)

[List of Preapproved Activities \(PDF\)](#)

[Non-Member CEC Policy](#)

[Online CEC Quizzes](#)

## Materials Submission

---

**Please verify that you have done the following:**

- I have the minimum number of approved credits in the required Core and/or Optional categories based on my credential type(s). (*See the CEC Requirements Table and the “CEC Summary Table for Multiple Credentials.”*)
- I have provided all information requested on the form.
- I have attached all the quizzes such or article summaries.
- I have completed my recertification agreement and paid all fees.
- I am meeting the deadline.

If you can answer “yes” to all of the above, congratulate yourself for doing your part. Validation of recertification will be sent to you as soon as processing is completed.

## Contact AHDI

---

Association for Healthcare Documentation Integrity

Phone: 800-982-2182 (toll free) or 209-527-9620 (direct)

Fax: 209-527-9633

Email: [credentialing@ahdionline.org](mailto:credentialing@ahdionline.org)

Mailing Address: 3430 Tully Rd, Suite 20 #112, Modesto, CA 95350