

Continuing Professional Education (CPE) Policy

Policy Statement

All certified Health Information Management (CHIM) professionals must participate in mandatory Continuing Professional Education (CPE), as defined by the governing regulations, in order to maintain their professional certification. The Canadian Health Information Management Association (CHIMA) and the Canadian College of Health Information Management (CCHIM) require all certified members be involved in CPE activities as an integral part of their membership.

Mandatory Continuing Professional Education (CPE) Credit Assignment

While continuing education in HIM® can start at any time following graduation, the CCHIM requirement for mandatory CPE credits begins upon certification. All credits earned from the time of writing and passing the National Certification Exam will be counted towards your CPE requirement.

Clock hour

One credit will be assigned to every clock hour (60 minutes) of instruction and rounded-up to the closest 30-minute increment (0.5 credit) (e.g., a 20-minute session will be worth 0.5 credits; a 74-minute session will be rounded up to 1.5 credits).

Examples below are provided for your guidance.

1. Participation in educational programs and activities relevant to the HIM profession

Educational portions of HIM related conferences, workshops, seminars, webinars, meetings, teleconferences, online learning - **1 credit per clock hour**

Online certification courses, e.g. Computer courses such as Excel, Crystal Training, Access, Management courses, etc. - **1 credit per clock hour or as assigned**

Attendance at Hospital/Grand rounds, other lectures related to HIM core areas - **1 credit session, to a maximum of 5 per year**

Self-study of journals and books related to HIM (e.g., Canadian HIM Lifecycle, AHIMA journal) - **1 credit per book or full journal read**

Professional Practice Brief (PPB) module review and completion of quiz - **As assigned per PPB**

Other educational sessions provided by CHIMA or AHIMA - **As assigned**

2. Participation in formal HIM-related education programs of study

Post-secondary courses attended for credit relevant to the HIM profession - **15 credits per course successfully completed**

Auditing of post-secondary courses relevant to the HIM profession - **5 credits per course successfully completed**

3. Activities related to CCHIM accredited HIM programs

Advisory/Steering committee for HIM program - **1 credit per meeting**

Preceptorship for HIM or Terminology Standards student - **1 credit per student; maximum of 5 credits per year**

4. Publication/Presentation of material relevant to HIM

A publication is the development of original work, relevant to the HIM profession, which has been reproduced by written or electronic means for general dissemination to the public (unless required as part of work responsibilities – see non-qualifying activities description below).

- Author of a book - **30 credits**
- Editor of a book or academic journal - **30 credits**
- Author of an article in a refereed research journal - **15 credits**
- Author of a chapter in a book or PPB - **10 credits**
- Reviewer of a chapter in a book, PPB, journal, newsletter, or book manuscript - **3 credits**
- Author of an educational article (including textbook or journal article reviews) in a professional or trade journal - **2 credits**

A presentation is the development **and** presentation of original work delivered to an audience.

- Speaker at an education program, Panel participant at an educational program, Poster presentation (e.g., conference) - **5 credits per presentation**
- Participation in HIP week (Participation in HIP week can include preparing a booth, poster, table, and/or manning it for a minimum of 30 minutes) - **1 credit per day**

5. Association, Chapter, or related committees relevant to HIM

Member of National Board of Directors, Advisory Councils or Project Teams or Committees (e.g.: Chapter Committee member, education planning committee, etc.) - **5 credits per year**

Chair of Committee/Project Team/Working Group (Excludes those assigned above) - **3 credits per year**

Member of Committee/Project Team/Working Group (Member excludes Chair) - **2 credits per year**

6. Other educational activities
(Maximum 20% content – maximum 7 credits - in 3 year cycle)

This can include participation in educational activities on topics not included in the HIM domains of practice but are relevant to the credential holder's professional position.

Non-Qualifying Continuing Education Activities

Examples of activities that do not qualify for CPEs 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: (1) staff meetings; (2) preparation for and/or participation in accreditation; (3) preparation of procedure, policy, or administrative manuals; (4) conducting tours; (5) 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 (as a paid position)