Continuing Professional Education (CPE) Program Policy

Policy statement

All certified health information 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 (College) require all professional members complete CPE activities as an integral part of their membership.

Continuing Professional Education (CPE) Program

The continuing professional education (CPE) program is in place to ensure health information professionals enhance their skills and expand their knowledge for the duration of their career.

The requirement for CPE credits being obtained over the course of a CPE cycle begins upon certification. If professional members are non-compliant with the CPE policy, the College reserves the right to withdraw the use of professional designation(s) and decertify the member.

Annual CPE audit

The College performs CPE audits annually and at random to ensure professional members meet the requirements set forth in the CPE program's policy. After a CPE cycle is complete, members are expected to retain proof of participation for each activity, for an additional three years.

Tracking CPE credits per clock hour

One CPE credit will be assigned to every clock hour (60 minutes) of instruction and rounded-up to the closest 30 minutes 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).

Note: Examples of the types of activities acceptable are provided below each category for guidance.

1. **Participation in educational programs and activities relevant to the health information profession**

   Educational portions of health information related conferences, workshops, seminars, webinars, meetings, teleconferences, online learning - *1 CPE credit per clock hour or as assigned*

   Online certification courses, e.g. computer courses such as Excel, Crystal training, Access, management courses, etc. - *1 CPE credit per clock hour or as assigned*

   Attendance at hospital/grand rounds, other lectures related to the HIM domains of practice - *1 CPE credit per session to a maximum of 5 per year*

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

Professional practice brief (PPB) review and completion of quiz - *As assigned per PPB*

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

2. **Participation in formal health information related education programs of study**

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

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

3. **Activities related to the College's accredited programs**

Advisory/Steering committee for health information related program - *1 CPE credit per meeting*

Preceptorship for students in health information related programs (e.g., health information management, terminology standards, etc.) - *1 CPE credit per student; maximum of 5 CPE credits per year*

4. **Publication/Presentation of material relevant to the health information profession**

A publication is the development of original work, relevant to the health information profession, which has been reproduced by written or electronic means for general dissemination to the public (unless required as part of work responsibilities – see description of non-qualifying continuous education activities below).
- Author of a book - *30 CPE credits*
- Editor of a book or academic journal - *30 CPE credits*
- Author of an article in a refereed research journal - *15 CPE credits*
- Author of a chapter in a book or PPB - *10 CPE credits*
- Reviewer of a chapter in a book, PPB, journal, newsletter, or book manuscript - *3 CPE credits*
- Author of an educational article (including textbook or journal article reviews) in a professional or trade journal - *2 CPE 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 CPE credits per presentation*
- Participation in Health Information Professionals (HIP) week (Participation in HIP week can include preparing a booth, poster, table, and/or manning it for a minimum of 30 minutes) - *1 CPE credits per day*

5. **Association or related committees relevant to the health information profession**

Member of national board of directors, advisory councils or project teams or committees (e.g.: accreditation team, examination subcommittee, item writing group) - *5 CPE credits per year*

Chair of committee/task team/working group (excludes those assigned above) - ***3 CPE credits per year***

Member of committee/task team/working group (member excludes chair) - ***2 CPE 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 related to the [HIM domains of practice](#) but are relevant to the professional position of the member.

Non-qualifying CPE activities

Examples of CPE activities that do not qualify for CPE credits are as follows. *The list is illustrative and <u>not</u> 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, course, program, etc. (as a paid position)