

How to Apply for CHIAP™ Certification

Before you begin; have you...

- Reviewed the Candidate Handbook?
- Confirmed that you meet the Eligibility Requirements?
- Completed the required forms?

If you have not, please visit www.ahia.org/certification/application-process for further review of the application process.

1.) Apply Now

If you have all the required forms and information to proceed, visit www.ahia.org/certification/application-process and click the 'Apply Now' button.

If you are a member, be sure to log in to receive the member price before proceeding to checkout. If you are not a member, but interested in becoming one, [click here](#) to learn more about the benefits of AHIA membership.

Click the **Update Cart** button to continue.

[Continue Shopping](#)

Certification Program Application Examination Fee

Become a Certified Healthcare Internal Audit Professional™ (CHIAP™)! Please review the eligibility requirements and prepare forms prior to submitting your application. If you are not a member and wish to become a member to enjoy reduced fees for all of AHIA's offerings, visit the [membership page](#) first before applying. See the Candidate Handbook for more details. *If you are an existing AHIA Member and meet the eligibility requirements for the grandfathering program, enter the following discount code, GRANDFATHER100 during checkout.*

Please Note: Access will not be granted until purchase is paid in full. Paying by check will delay the application submission and review process.

Discounted member price: 495.00

Your price: 745.00

You could save: 33.6%

Quantity:

[Update Cart](#)

Click the **Proceed to Checkout** button.

[Continue Shopping](#)

✓ Your cart has been updated [View Cart](#)

Certification Program Application Examination Fee

Become a Certified Healthcare Internal Audit Professional™ (CHIAP™)! Please review the eligibility requirements and prepare forms prior to submitting your application. If you are not a member and wish to become a member to enjoy reduced fees for all of AHIA's offerings, visit the [membership page](#) first before applying. See the Candidate Handbook for more details. *If you are an existing AHIA Member and meet the eligibility requirements for the grandfathering program, enter the following discount code, GRANDFATHER100 during checkout.*

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Discounted member price: 495.00

Your price: 745.00

You could save: 33.6%

Quantity:

[Update Cart](#)

[Proceed to Checkout](#)

2. Login or Create an Account at Checkout

If you are NOT an AHIA member you will need to create an account. If you are an AHIA member, login and skip to Step 4.

[Continue Shopping](#)

Shopping Cart

Items

Item	Quantity	Price	Total	
Certification Program Application Examination Fee	<input type="text" value="1"/>	745.00	745.00	Remove

[Update](#)

Sign In

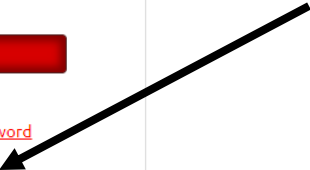
Username

Password

Keep me signed in

[Sign In](#)

I don't know my [username](#) or [password](#)
[Create a new account](#)



Complete the required fields to create an account.

Note- After you enter and confirm your email address, it will automatically become your username. You will need this username and password to access the My CHIAP Profile on the AHIA website after you have completed your application.

Click the **Save** button to continue.

Create an Account

Already registered? [Sign In](#)

Prefix	<input type="text" value="(None)"/>
* First name	<input type="text" value="Jackie"/>
Middle name	<input type="text"/>
* Last name	<input type="text" value="Hein"/>
Suffix	<input type="text" value="(None)"/>
Designation	<input type="text" value="Jackie Hein"/>
Title	<input type="text"/>
* Email	<input type="text" value="hein.jackie@yahoo.com"/>
* Confirm email	<input type="text" value="hein.jackie@yahoo.com"/>
Phone	<input type="text"/>
Mobile phone	<input type="text"/>
* Country	<input type="text" value="United States"/>
* Address	<input type="text" value="123 Main St."/>
	<input type="text" value="Bartlett"/>
* City	<input type="text" value="Bartlett"/>
* State	<input type="text" value="Illinois"/>
* Postal code	<input type="text" value="60103"/>
Create an account	
Username	hein.jackie@yahoo.com
* Password	<input type="text"/>
* Confirm password	<input type="text"/>

The password must be at least 7 characters long and contain at least one number.

Save

Cancel

4.) Payment

Complete your payment information and **Click the Submit** button to continue.

Note- Access to the Certification Management System will not be granted until payment is made in full. If you're paying by check, the application submission and review process will be delayed for processing.

Shopping Cart

Items

Item	Quantity	Price	Total	
Certification Program Application Examination Fee	<input type="text" value="1"/>	745.00	745.00	Remove

Update

Shipping Details

Ship To Jackie Hein, Jackie Hein
123 S Main St
Bartlett, IL 60103
UNITED STATES
[Choose another address](#)

Shipping Method

Cart Charges

Item Total	745.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	745.00

Promotional Code: **Apply**

Payment Details

Pay Now Invoice Me

Payment method

* Card number

* Name on card

* Expiration date

CSC

Card address 123 S Main St
Bartlett, IL 60103
UNITED STATES
[Choose another address](#)

Submit Order

5.) Order Confirmation

You will receive an email with Your Order Confirmation. It also appear on screen.

Click the Link to log in to AHIA's Certification Management System and complete your online application. You will be asked to log in again.

Order Confirmation

Association of Healthcare Internal Auditors
AHIA, 10200 W 44th Ave, Ste 304, Wheat Ridge, CO 80033 USA

Order Number 61
Order Date 12/6/2018
Bill To Jackie Hein, Jackie Hein
Payment Method Visa *****1111
Name on Card Jackie Hein
Ship To Jackie Hein, Jackie Hein
 123 S Main St
 Bartlett, IL 60103
 UNITED STATES
Shipping Method United States Postal Service

Item	Quantity	Price	Total
Certification Program Application Examination Fee	1	745.00	745.00

[Click here](#) to log in to AHIA's Certification Management System to complete your online application.

Note: Access will not be granted until the purchase is paid in full. Check payments will delay application submission and review.

[Visit the AHIA website](#) to review the application process and access the Step by Step Application Instructions and required forms prior to completing your online application.

If you have any questions or concerns, please contact AHIA's Senior Education Administrator, Melanie Hein via [email](#) or phone (847-686-2325).

Item Total	745.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	745.00

6.) Profile Information

Complete your Profile Information on all three tabs; personal information, address and attributes. Required fields are indicated with *.

Click the **Next** button to advance to the next tab.

Jackie Hein
Portal Home
Account Details

Account
Update Profile
Log Out

Resources
Visit the AHIA website

Logged In: Jackie Hein

Update Profile Information

The required fields are marked with *.

Your profile information should be kept complete and up to date. Information shown in gray can be changed by contacting AHIA via email at certification@ahia.org. If you need assistance, contact us via email or by calling us at (847)686-2325.

Directions: Please complete the forms within each of the tabs below, then click **Save** to store the information to your profile.

Jackie Hein Update Individual Profile #20176

Personal Information Address Attributes

Name

Title (Salutation)

First Name* Jackie

Middle Initial

Last Name* Hein

Suffix (Jr., Sr., Credentials)

Nickname

Previously Used Names

Gender

Convicted of Felony?* No

Felony conviction does not automatically disqualify you from applying for certification, however you will be contacted by AHIA staff to obtain further information.

Contact Information

Important Note: When providing US and Canadian phone numbers, please type the area code first, e.g., (517) 555-1212 x123; for international numbers, please provide country and city codes, e.g., 411-11-##-####.

Home Phone*

Work Phone

Cell Phone

Primary Email*

Confirm Email*

Secondary Email

Prev Next Save

Note- If you have an international address, enter the Country first to modify the options available in the State/Province field.

This screenshot shows the 'Update Profile Information' page for Jackie Hein, logged in. The page is titled 'Update Individual Profile' with the ID #20176. The 'Mailing Address' tab is active. It contains a form with the following fields: Country (USA), Company, Address Line 1*, Address Line 2, City/Town*, State/Province*, and Zip/Postal Code*. An 'Important Note' states that the mailing address is where all printed correspondence will be sent. There are also buttons for 'Copy from Mailing Address' and 'Set to Mailing Address'.

This screenshot shows the 'Update Profile Information' page for Jackie Hein, logged in. The page is titled 'Update Individual Profile' with the ID #20176. The 'Privacy and Communication Options' tab is active. It contains a form with two checkboxes: 'I would like to be listed in a Certified Healthcare Internal Auditor Directory.' and 'I would like to be recognized in AHIA newsletters, website, and other publications or announced at a conference if you pass the exam.' There are 'Prev', 'Next', and 'Save' buttons at the bottom.

After completing all three tabs, click the **Save** button.

Note- If you are missing any required fields, the system will show the following message to alert you to go back and make entries in these fields. When returning to a field, enter or tab through to the next field to make sure the entry is updated.

Create New Individual Account The required fields are marked with *.

Your profile information should be kept complete and up-to-date. This is necessary for us to contact you regarding your credential(s). Information shown in gray can be changed by contacting AHIA via email at AHIA@ahia.org or by calling us at (303) 327-7546.

Directions: Please complete the forms below.

Please correct the following problems:

- Convicted of Felony?: This field is required
- Home Phone: This field is required
- Company: This field is required

Add Individual

7.) CHIAP™ Application

Instructions will appear on each page throughout the application. Read them carefully before advancing.

Click the **Next** button to continue.

Portal QC Version

Logged In: Jackie Hein

CHIAP Cert App created ... **Incomplete** **AHIA-CERTAPP-157**

Certification: Certified Healthcare Internal Audit Professional (CHIAP)

Certification Application

Please Read Before Continuing:

Applying for a CHIAP™ certification through this system will require you to complete a series of online forms and to upload supporting documents that describe your education and experience. You should be prepared to do the following:

- 1) From a list of choices, identify the education and experience pathway that is the most like yours
- 2) Upload copy of diploma conferring degree or transcripts, including [Name Change Forms](#) if applicable
- 3) Describe, with dates, your work history in internal audit profession and healthcare setting
- 4) Upload [Employment Verification Forms](#) available from our Website for each job you list

Note- Applicants applying for the Grandfathering Program are Not required to submit Employment Verification Forms, but will be required to upload proof of a current professional designation as well as two [Professional Recommendation Forms](#).

Click the **Next** button to continue.

Available Certifications	
Action	Certification
Select	Certified Healthcare Internal Audit Professional (CHIAP)

Selected Record

- o Certified Healthcare Internal Audit Professional (CHIAP)

Cancel Next >

Click the **Select** button next to the current available exam window.

Portal QC Version
Logged In: Jackie Hein

CHIAP Cert App created ... **Incomplete** **AHIA-CERTAPP-157**

Certification: Certified Healthcare Internal Audit Professional (CHIAP)

Exam Window

The CHIAP™ certification exam is being offered during the following exam windows.
Please click the **Select** button next to your preferred exam window.

Available exam windows				
Action	Status	Name	Registration Period	Exam Window
Select	Open	Test Exam Cycle	Ends 1/7/2019	Jan 9, 2019 - Jan 29, 2019
	Not Yet Open	Spring Exam Cycle	1/15/2019 - 3/15/2019	May 1, 2019 - Jun 30, 2019

Listed: 2
Query SQL

Cancel < Prev Next >

Click the **Select** button next to your selected Application Pathway. (Associate's Degree or Bachelor's Degree)

CHIAP Cert App created ... **Incomplete** **AHIA-CERTAPP-157**

Certification: Certified Healthcare Internal Audit Professional (CHIAP)

Exam Window: Test Exam Cycle

Pathway: Associate's Degree

Pathway

Directions: Click the **Select** button next to the Application Pathway that most closely describes the eligibility requirement under which you are applying for CHIAP™ certification. Click the **Next** button to continue.

Available Pathways (Select One)	
Action	Pathway
Select	Associate's Degree
Select	Bachelor's Degree or Higher Degree
Select	Grandfathering - Exam Item Writers & Certification Committee Members
Select	Grandfathering - AHIA Member

Listed: 4
Query SQL

Selected Record

- Associate's Degree

Cancel < Prev Next >

Click the **Next** button to continue.

8.) Degree Information

Click the Add **Degree** button to provide information about your degree.

The screenshot shows a web application window titled "CHIAP Cert App created ..." with a status of "Incomplete" and a reference number "AHIA-CERTAPP-157". The form contains the following information:

- Certification: Certified Healthcare Internal Audit Professional (CHIAP)
- Exam Window: Test Exam Cycle
- Pathway: Associates Degree

The "Degree" section includes the following instructions:

Directions: Click the **Add Degree** button to provide information about the degrees in your education pathway. When you have entered all the relevant degrees, click the **Select** button next to the highest degree listed to continue to the next step.

Below the instructions is an orange "Add Degree" button. Underneath is a section titled "Reported Degrees" which contains the text: "Click the **Add Degree** button to report your eligible degrees." Below this is a "Query SQL" field. At the bottom of the form are "Cancel", "Prev", and "Next" buttons.

Complete all the required fields and click the **Next** button to continue.

The screenshot shows a web application window titled "Add Degree". The "General" section includes the following instructions:

Directions: A copy of the diploma, official transcript, letter from your college or university or Education Records Evaluation Services [confirming your highest degree achieved](#) must be uploaded at the time of submission of the petition. Click the **Next** button to continue.

NOTE: If the name stated on your degree or transcript is not longer your legal name, a [Name Change Form](#) must also be uploaded.

The form contains the following fields:

- Degree Type*: A dropdown menu.
- Major*: A text input field.
- Institution*: A text input field.
- Completion Date*: A date picker with a calendar icon and the label "Date of Graduation".

At the bottom right of the form are "Next" and "Cancel" buttons.

Click the **Add files** button to upload your diploma, transcript or letter from your college/university, or Education Records Service Report.

Note- If the name on your degree is no longer your legal name, a Name Change Form must also be uploaded. Add multiple documents as needed. *Documents submitted in Word format (.doc) will not be accepted.

Click the **Next** button to continue.

Add Degree

Attachments

Directions: Click **Add files** to upload your diploma, transcript or letter from your college/university or Education Records Evaluation Service Report. You can delete unwanted documents by clicking on the red trash can icon.

NOTE: If the name stated on your degree or transcript is not longer your legal name, a [Name Change Form](#) must also be uploaded.

When you have finished uploading files for this degree, click the **Next** button to continue.

File(s)* Preferred formats: pdf, png, jpg

+ Add files... Cancel upload

File(s)	Uploaded	File Name	Size	Type
12-06-2018 1:25 pm		My Degree.pdf	431.20 KB	

◀ Prev Next ▶ Cancel

Check the accuracy of the information you provided and click on the **Submit** button to continue.

Add Degree

Confirmation Screen

Directions: Please check the accuracy of your information. If you need to make changes, click the **Prev** button. If everything is correct, click the **Submit** button to save the information to your application.

General	
Degree Type	Associate Degree
Major	Internal Audit
Institution	Healthcare University
Completion Date	06/14/2018

Attachments				
File(s)	Uploaded	File Name	Size	Type
	12/06/2018 01:25 pm	My_Degree.pdf	421 KB	pdf

◀ Prev Next ▶ Submit Cancel

If you enter multiple degrees, click the **Select** button next to the highest degree listed.

CHIAP Cert App created ... Incomplete AHIA-CERTAPP-157

Certification: Certified Healthcare Internal Audit Professional (CHIAP)
Exam Window: Test Exam Cycle
Pathway: Associate's Degree

Degree

Directions: Click the **Add Degree** button to provide information about the degrees in your education pathway. When you have entered all the relevant degrees, click the **Select** button next to the highest degree listed to continue to the next step.

Add Degree

Reported Degrees

Select the degree that meets the requirement of your eligibility route.

Action	Degree	Completion	Level	Edit
Select	Associate Degree in Internal Audit from Healthcare University	06/14/2018	Reported	Edit Del

Listed: 1

Query SQL

Selected Record

- Associate Degree in Internal Audit from Healthcare University

Cancel Prev Next

9. Professional Work Experience

Click the Add Work Experience button to list your work experience in order beginning with your most recent employer. You will be required to upload completed Employment Verification Forms at this time. For both the Associate's and Bachelor's Degree Pathways. *Documents submitted in Word format (.doc) will not be accepted.

Logged In: Jackie Hein

CHIAP Cert App created ... Incomplete AHIA-CERTAPP-157

Certification: Certified Healthcare Internal Audit Professional (CHIAP)
Exam Window: Test Exam Cycle
Pathway: Associate's Degree

Work Experience

Directions: Associate's Degree Pathway

Click the **Add Work Experience** button to list work experience in order beginning with the current or most recent employer. Repeat as needed.

Applicants must demonstrate at least 5 years of experience working in the internal audit profession, within the past 10 years, as well as at least 2 years of experience working in a healthcare setting within the past 5 years.

Click the **Next** button to continue.

Add Work Experience

Reported Work Experience

Click the 'Add Work Experience' button to report your eligible work experience.

Query SQL

Cancel Prev Next

Complete the required fields in each of the tabs.

The screenshot shows the 'Add Work Experience' form with the 'General' tab selected. A red arrow points to the 'General' tab. The form contains the following fields:

- Job Title* (text input)
- Start Date* (calendar icon)
- End Date* (calendar icon) with a note: "If current job, enter today's date"
- Months Worked* (text input) followed by "months"

Buttons at the bottom right: Next > and Cancel.

On the files tab, you will be required to upload your Employment Verification Form for the corresponding employer.

The screenshot shows the 'Add Work Experience' form with the 'Files' tab selected. The form contains the following elements:

- Attachments section with directions: "Associate's Degree and Bachelor's or Higher Degree Pathways".
- Instructions: "Click the Add Files button to upload the complete, corresponding Employment Verification Form for this employer."
- Note: "If you are applying under the Grandfathering Program Pathways: Verification Forms are NOT required."
- Instructions: "Click the Next button to continue."
- File(s) section with buttons: "+ Add files..." and "Cancel upload".
- File list table:

File Name	Size	Actions
12-07-2018 9:48 am Employment Verification Form_12_3_18.pdf	308.66 KB	

Buttons at the bottom right: < Prev, Next >, and Cancel.

You may make as many entries as needed to demonstrate that you meet the requirement for your Degree Pathway. (Associate's or Bachelor's)

Click the **Next** button to continue.

CHIAP Cert App created ... Incomplete AHIA-CERTAPP-157

Certification: Certified Healthcare Internal Audit Professional (CHIAP)
Exam Window: Test Exam Cycle
Pathway: Associate's Degree

Work Experience

Directions: Associate's Degree Pathway

Click the **Add Work Experience** button to list work experience in order beginning with the current or most recent employer. Repeat as needed. [Employment Verification Forms](#) are required for each employer as needed to demonstrate the required work experience.

Applicants must demonstrate at least 5 years of experience working in the internal audit profession, within the past 10 years, as well as at least 2 years of experience working in a healthcare setting within the past 5 years.

Click the **Next** button to continue.

Add Work Experience

Reported Work Experience

Sel	Job	Dates	Months	Edit
<input checked="" type="checkbox"/>	Healthcare Auditor at Healthy Boss	12/01/14 - 12/07/18 (Current Job)	48	<input type="button" value="Edit"/> <input type="button" value="Del"/>

Listed: 1

[Query SQL](#)

Cancel **Prev** **Next**

10.) Special Accommodations

You may request special accommodation to be made at the Exam Testing Center if needed.

CHIAP Cert App created ... Incomplete AHIA-CERTAPP-158

Certification: Certified Healthcare Internal Audit Professional (CHIAP)
Exam Window: Test Exam Cycle
Pathway: Associate's Degree

Special Accommodations Request

Would you like to request **Special Accommodations** to be provided at the Exam Testing Center?

Note: Grandfathering Program Pathway applicants are not required to take the exam and may indicate 'no' to proceed.

Click the **Next** button to continue.

Would you like to request special accommodations under the Americans with Disabilities Act?

Select One** No Yes

Cancel **Prev** **Next**

Click **Add Special Accommodations Request** to provide information on the accommodations you are requesting.

CHIAP Cert App created ... Incomplete AHIA-CERTAPP-157

Certification: Certified Healthcare Internal Audit Professional (CHIAP)
Exam Window: Test Exam Cycle
Pathway: Associate's Degree

Special Accommodations

AHIA is committed to providing reasonable accommodation in its examination processes to otherwise qualified individuals with physical or mental disabilities in accordance with the Americans with Disabilities Act (ADA). To review the entire Accommodations Policy, outlined in the Candidate Handbook, visit www.ahia.org/certification/chiap.

Directions: Click on the **Add Special Accommodation Request** button to list accommodations you require and upload the [Special Accommodations Request Form](#).

For further assistance regarding special accommodations, contact us at certification@ahia.org or 847-686-2325.

Click the **Next** button to continue.

Add Special Accommodation Request

Saved Special Accommodation Requests

No saved requests found. Click the button above to create a new request.

Query SQL

Cancel Prev Next

List all the special accommodations you are requesting.

Add Special Accommodation App

Special Accommodations Application

Additional Information

Directions: List all the special accommodations you are requesting. You will be required to upload the [Special Accommodations Request Form](#) on the following screen. Upon application approval, you will be notified directly by PSI to arrange your accommodations.

Examples of requests which can be accommodated are:

- Enlarged Font/Screen Magnifier
- Extra Time (time and one-half or double time)
- Job Access with Speech (JAWS)
- Reader
- Scribe
- Separate Room
- Sign Language Interpreter (to facilitate communication with test center personnel only)

Click on the **Next** button to continue.

List requested ADA accommodations*

Zoom

Next Cancel

Upload the Special Accommodations Request Form.

Add Special Accommodation App

Special Accommodations Application

Attachments

Directions: Click the **Add Files** button to upload your [Special Accommodations Form](#). You can delete unwanted documents by clicking on the red trash can icon. For further assistance regarding special accommodations, contact us at certification@ahia.org or 847-686-2325.

Click the **Next** button to continue.

File(s)*

[+ Add files...](#) [Cancel upload](#)

12-06-2018 1:37 pm	Special Accommodations Form_12_3_18.pdf	1.01 MB	
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[Prev](#) [Next](#) [Cancel](#)

Check the accuracy of the information you provided and click on the **Next** button to continue.

CHIAP Cert App created ... **Incomplete** **AHIA-CERTAPP-157**

Certification: Certified Healthcare Internal Audit Professional (CHIAP)
Exam Window: Test Exam Cycle
Pathway: Associate's Degree

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Directions: Click on the **Add Special Accommodation Request** button to list accommodations you require and upload the [Special Accommodations Request Form](#).

For further assistance regarding special accommodations, contact us at certification@ahia.org or 847-686-2325.

Click the **Next** button to continue.

[Add Special Accommodation Request](#)

Saved Special Accommodation Requests

Please select the special accommodation request that you would like to attach with this application.

Action	Request	Updated	Status	Edit
Select	enlarged font <ul style="list-style-type: none">Special Accommodations Form_12_3_18.pdf	12/06/2018 01:48 pm	Attached	Edit Del

Listed: 1

Query SQL

Selected Record

- enlarged font
 - Special Accommodations Form_12_3_18.pdf

[Cancel](#) [Prev](#) [Next](#)

11.) Code of Ethics and Statement of Understanding

Review the AHIA Code of Ethics and agree to the Statement of Understanding

report within 45 days of any occurrence of felony criminal charges, convictions, or plea agreements, or other criminal charges, convictions, plea agreements relating to acts of dishonesty or unethical conduct.

- I understand that the decision as to whether I qualify for certification rest solely and exclusively with AHIA and that the decision of AHIA is final.

* By submitting this application, I acknowledge I have read, understand and agree to all of the above items.

E-Signature* Jackie Hein

First Name Last Name

Cancel < Prev Next >

12.) Submit your CHIAP™ Certification Application.

Logged in: Jackie Hein

CHIAP Cert App created ... Incomplete AHIA-CERTAPP-157

Certification: Certified Healthcare Internal Audit Professional (CHIAP)
Exam Window: Test Exam Cycle
Pathway: Associate's Degree

Confirmation Screen

Please review your application and eligibility information to ensure that the information is accurate, then press the **Submit Application** button at the bottom of the page.

Important Note: Your application will not be complete until your payment has been processed.

Certification Application	
Certification	Certified Healthcare Internal Audit Professional (CHIAP)
Exam Window	Test Exam Cycle
Pathway	Associate's Degree

Special Accommodations Request	
Special Accommodation Requested	No

Affirmation	
E-Signature	Jackie Hein

Cancel < Prev Next > Submit Application

13.) Log out of the system correctly. (Particularly if you use a shared work computer.)

The screenshot shows the AHIA portal interface. On the left is a navigation menu with three sections: 'Menu' (containing 'Melanie Hein', 'Portal Home', and 'Account Details'), 'Account' (containing 'Update Profile' and 'Log Out'), and 'Resources' (containing 'Visit the AHIA website'). A red arrow points to the 'Log Out' link in the Account section. The main content area is titled 'Application Pending Review' and includes a 'Show List' button. Below this is a card for 'CHIAP Cert App created on 11/...' with a status of 'Awaiting Docs' and ID 'AHIA-CERTAPP-152'. The card contains an 'Overview' section with a table showing the application's history, a 'Certification Application' table with columns for Applicant, Purpose, Location, and Status, an 'Eligibility' section with 'Route' and 'E-Signature' fields, a 'Degree' section with a table of degrees, and a 'Professional Designations' section with a table of designations.

If you are unable to complete your application and need to return to the system. You can use the link provided in your email, or visit www.ahia.org/certification/my-chiap-profile. to access your application in the Certification Mangement System.

Click on the ‘Click here to resume’ link to continue your application.

The screenshot shows the AHIA portal interface for Jackie Hein. The top left features the AHIA logo and the text 'Assoc. of Healthcare Internal Auditors'. Below this is the text 'Need Help? Customer Service: (888) ASK-AHIA' and the date/time '12/7/2018 1:19pm CST'. The main content area is titled 'Welcome Jackie Hein' and includes a 'System Message' section with a link to 'Click here to resume'. Below this is an 'Account Overview' section with a 'Profile' table, a 'Contact Info' table, and an 'Address' table. A red arrow points to the 'Click here to resume' link in the System Message section.

ahia
Assoc. of Healthcare Internal Auditors
Need Help? Customer Service: (888) ASK-AHIA
12/7/2018 1:19pm CST

Menu
Jackie Hein
Portal Home
Account Details

Account
Update Profile
Log Out

Resources
Visit the AHIA website

Portal QC Version
Logged In: Jackie Hein

Welcome Jackie Hein

System Message
Certification Application: • You have 1 certification application in incomplete status. [Click here to resume](#)

Account Overview

Profile

Name	Jackie Hein	AHIA ID	20176
Nickname		Previous Names	
Job Title	Audit	Industry	Nonprofit Integrated Healthcare System
Convicted of Felony?	No		

Contact Info

Primary Email	jackie@yahoo.com	Secondary Email	
Home Phone	847-686-2325	Cell Phone	
Work Phone			

Address

Mailing Address	One Parkview Plaza, Suite 800 Oakbrook Terrace, IL 60181	Work Address	US Health One Parkview Plaza, Suite 800 Oakbrook Terrace, IL 60181
Home Address			

Click the **Full Edit** button to resume your application.

Portal QC Version
Logged In: Jackie Hein

Incomplete Certification Application

Click on the **Full Edit** button to resume your application

[Show List](#)

CHIAP Cert App created on 12/... **Incomplete** **AHIA-CERTAPP-157**

Overview ↻

[Full Edit](#) [Cancel](#)

AHIA-CERTAPP-157: CHIAP Cert App created on 12/6/2018

Level	Incomplete	Level Last Updated	Thu Dec 06 2018
Last Update	• Last Updated: 12/6/2018 8:21:09 AM		

Certification Application

Applicant	Purpose	Location	Status
Jackie Hein	Certified Healthcare Internal Audit Professional (CHIAP)	PSI Test Center	Incomplete

Eligibility

Route	
E-Signature	

If you need any assistance with the application process, contact us at certification@ahia.org.