

# How to Report CPE for CHIAP™ Recertification

Before you begin, have you...

- Reviewed the Candidate Handbook?
- Confirmed that you understand the Continuing Professional Education (CPE) Requirements?

If you have not, please visit [www.ahia.org/certification/recertification-process](http://www.ahia.org/certification/recertification-process) for more information on the CPE policy and requirements.

## 1.) Log into your CHIAP Profile in the Certification Management System (CMS)

Visit [www.ahia.org/certification/my-chiap-profile](http://www.ahia.org/certification/my-chiap-profile) and click the 'Log into Your CHIAP Profile' button.



## 2.) Click on the 'Report CPEs' link under the Recertification section in your Account Overview.

Exam ID	Exam	Purpose	Location	Exam Date	Status	Action
AHIA-EXAM-160	CHIAP Certification Exam	Cert-Initial	PSI Test Center	5/1/2019 - 6/30/2019	Authorized	<a href="#">View Instructions</a>

  

Accrual Period	CPEs Required	CPEs Remaining	Completion	Recert Available	Status	Action
01/01/2020 - 12/31/2021	40	40	0%	09/01/2021	Open	<a href="#">Report CPEs Details</a>

  

Specialty	Credential #	Cert Date	Valid Until	Status	Action
CHIAP	10002	08/08/2019	12/31/2021	Active	<a href="#">Verify Credential Certification Details</a>

### 3.) Before adding activity, please review the CPE Requirements and Data Entry Instructions.

#### CPE Requirement

- Forty (40) hours of CPE over the two-year reporting cycle
- At least ten (10) hours in each reporting year
- Two (2) hours related to ethics during the two-year reporting cycle

CPE activities must be approved by NASBA and/or offered by AHIA, and be earned during the two-year reporting cycle.

**\*Update (April 2020)** - You are not required to enter each CPE activity individually. Instead, you may make one entry for each year of your reporting cycle, with the total CPE hours earned per year, listing “CPE” in the Activity Name field and “Various” in the Provider field, to attest that you have completed the CPE requirement for each year. The activity start date should be entered as January 1st of each year of your reporting cycle and the end date should be the date you are entering the CPE hours into the reporting system, CMS.

**Click on ‘Add Activity’ to report your CPE activity for each year of your two-year reporting cycle.**

**New Record**

Recent Cycle: CHIAP Recent Cycle 01/01/2020 - 12/31/2021

Select/Add

**DATA ENTRY INSTRUCTIONS:**

Select the 'Add Activity' button below to report your CPE. The system will track the number of CPE hours reported and the number of CPE hours remaining toward meeting the total CPE requirement.

**CPE Requirement:**

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Please note that if your recertification application is selected for audit, you will be required to submit a complete listing of individual activities and proof of attendance.

01/01/2020 - 12/31/2021		Accrual Period			CHIAP
	Min Required	Approved	Remaining		
Overall	40	0	40	0%	
Recent Payment	Yes	-	Yes	0%	

**Reported Activity**

**Add Activity** **Cycle List**

Summary Edit

No Data Available

#### 4.) Enter your CPE activity.

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- The activity start date should be entered as January 1st of each year of your reporting cycle and the end date should be the date you are entering the CPE hours into the reporting system, CMS.
- Enter “CPE” in the Activity Name field.
- Enter “Various” in the Provider field.
- Enter the total number of CPE hours completed for the year.

Click the ‘Save’ button.

**CPE Activity** New Record

Recert Cycle: CHIAP Recert Cycle 01/01/2020 - 12/31/2021

Activity Information

**DATA ENTRY INSTRUCTIONS:**

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Activity Type: CPE Activity

Start Date: 01/01/2020 (1/1/2020 - 4/15/2020)

End Date: 04/10/2020

Activity Name: CPE

Provider: Various

CPEs: 12

Buttons: Cancel, < List, Save >

**Portal** Not Logged In (Admin)

**CPE Activity** New Record

Recert Cycle: CHIAP Recert Cycle 01/01/2020 - 12/31/2021

Processing...

**System Message**

Message: Record has been added

Suggested Action: Add New Activity

Return to Transcript

**5.) Click on 'Return to Transcript' to review your progress**

As you report activity, the system will track the number of CPE hours reported and the number of CPE hours remaining toward meeting the total CPE requirement.

In the example below; 12 CPE hours were earned in the first year of the reporting cycle, leaving 28 CPE hours remaining to be earned in the second year of the reporting cycle in order to meet the requirement.

**New Record**

Recert Cycle: CHIAP Recert Cycle 01/01/2020 - 12/31/2021

Select/Add

**DATA ENTRY INSTRUCTIONS:**

Select the 'Add Activity' button below to report your CPE. The system will track the number of CPE hours reported and the number of CPE hours remaining toward meeting the total CPE requirement.

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**01/01/2020 - 12/31/2021**      **Accrual Period**      **CHIAP**

	Min Required	Approved	Remaining	
Overall	40	12	28	30%
Recert Payment	Yes	-	Yes	0%

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**Reported Activity**

**Add Activity**      **Cycle List**

Summary      Edit

Date	Activity	Reported	Applied	Cum
<b>Recert Requirements</b>				
01/01/2020	CPE - Various	12	12	12
	<b>Category 1 Total</b>	<b>12</b>	<b>12</b>	
	<b>Cycle Total</b>	<b>12</b>	<b>12</b>	

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**Selected Activity Record**

- Activity Record 01/01/20 - 04/10/20: CPE

## Keep Your Profile Up to Date

After you have reported your CPE activity and reviewed your progress, you may click 'Portal Home' at any time in order to securely log out or update your profile.

Please keep your profile up to date so you do not miss any important correspondence related to your CHIAP™ Certification.

**Recertification will be available in the system three (3) months prior to the end of your reporting cycle. You will receive instructions via email to complete your recertification application and payment at that time.**

The screenshot displays the AHIA Portal interface for user Melanie Hein. The page is titled 'Portal' and shows 'Not Logged In (Admin)'. The main content area is titled 'Welcome Melanie Hein' and 'Account Overview'. It contains several sections: Profile, Contact Info, Address, Recertification, and Certification Information. The Recertification table shows an accrual period of 01/01/2020 - 12/31/2021, with 40 CPEs required and 28 remaining. The completion is at 30%, and the 'Recert Available' date is 09/01/2021, which is circled in red. The Certification Information table shows a specialty of CHIAP, credential # 10002, cert date 08/08/2019, valid until 12/31/2021, and status Active.

Profile			
Name	Melanie Hein	AHIA ID	10013
Nickname		Previous Names	
Job Title	Healthcare Auditor	Industry	Nonprofit Integrated Healthcare System
Convicted of Felony?	No		

Contact Info			
Primary Email	mel27cbd@hotmail.com	Secondary Email	
Home Phone	847-686-2325	Cell Phone	
Work Phone			

Address			
Mailing Address	966 Sycamore Ln Aurora, IL 60103	Work Address	Healthcare System 1 966 Sycamore Ln Aurora, IL 60103
Home Address	IL		

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01/01/2020 - 12/31/2021	40	28	30%	09/01/2021	Open	<a href="#">Report CPEs</a> <a href="#">Details</a>

Specialty	Credential #	Cert Date	Valid Until	Status	Action
CHIAP	10002	08/08/2019	12/31/2021	Active	<a href="#">Verify Credential</a> <a href="#">Certification Details</a>

If you need any assistance with the CPE reporting process, contact us at [info@ahia.org](mailto:info@ahia.org).