

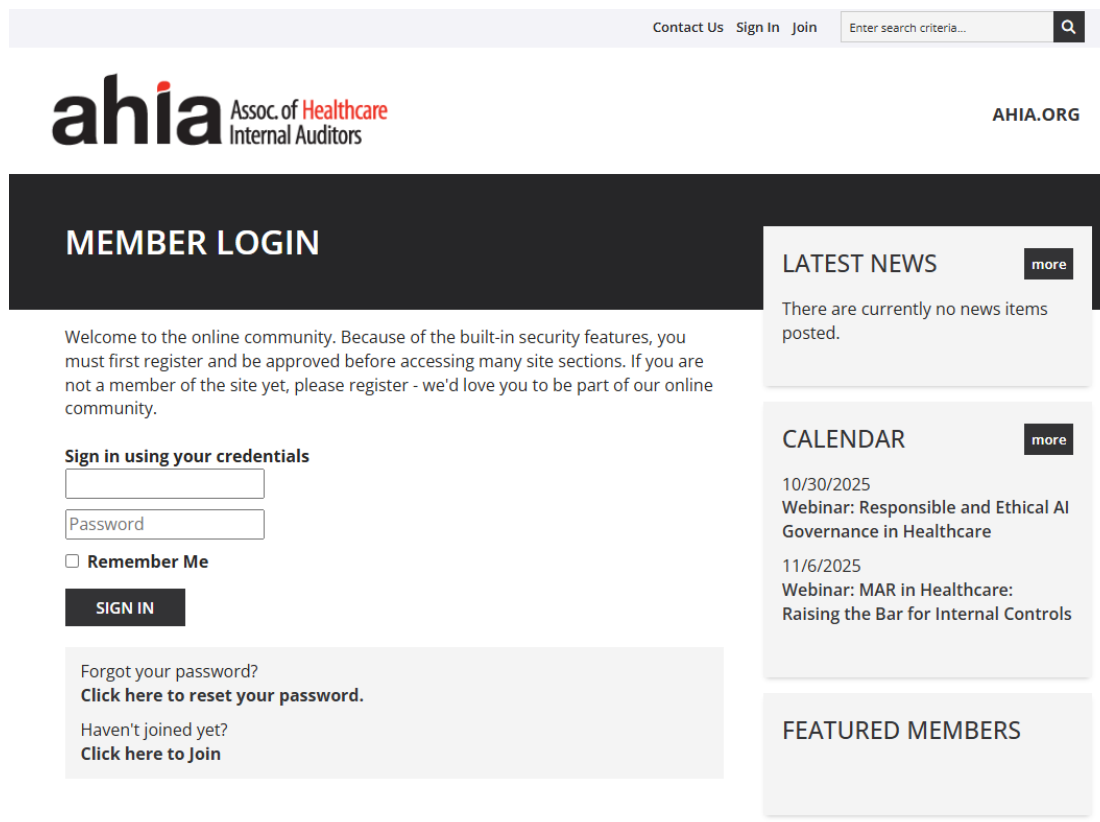
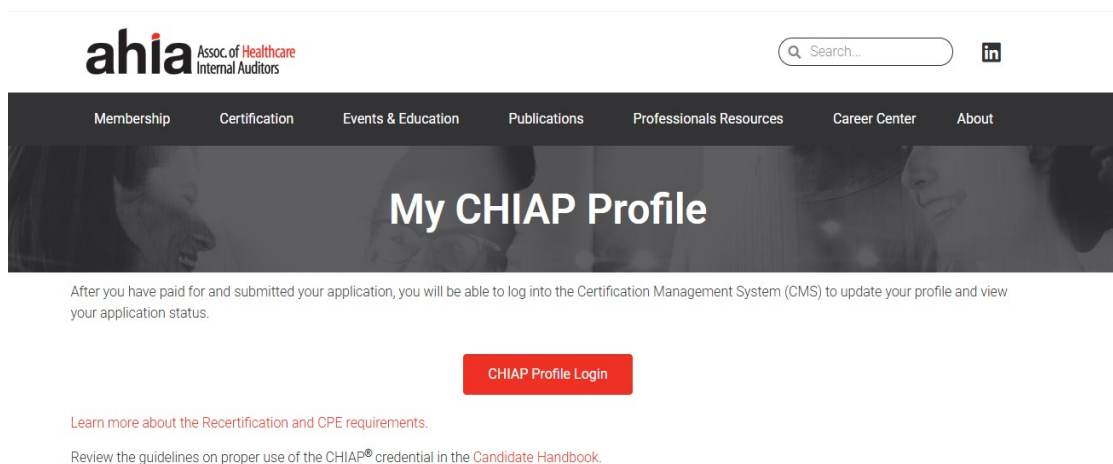
How to Report CPE for CHIAP® Recertification

Before you begin, have you...

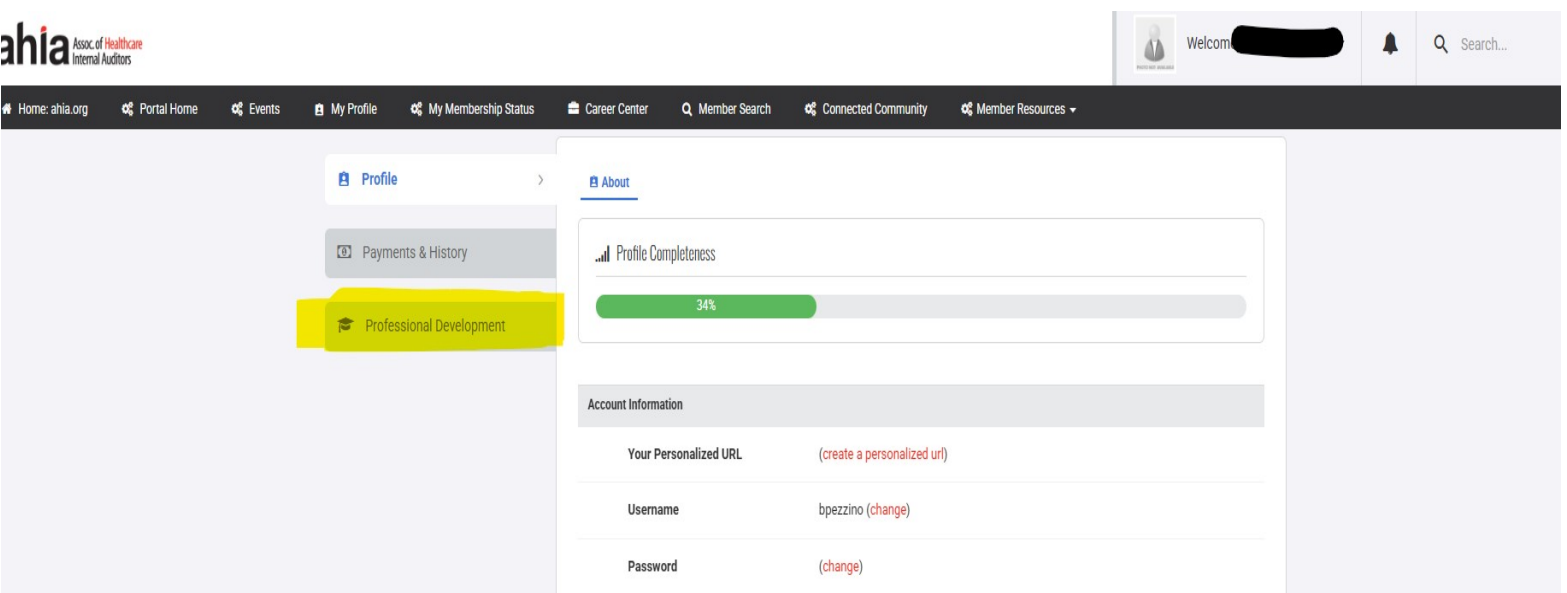
- Reviewed the Candidate Handbook?
- Confirmed that you understand the Continuing Professional Education (CPE) Requirements?

If you have not, please visit <https://ahia.org/recertification-process/> for more information on the CPE policy and requirements.

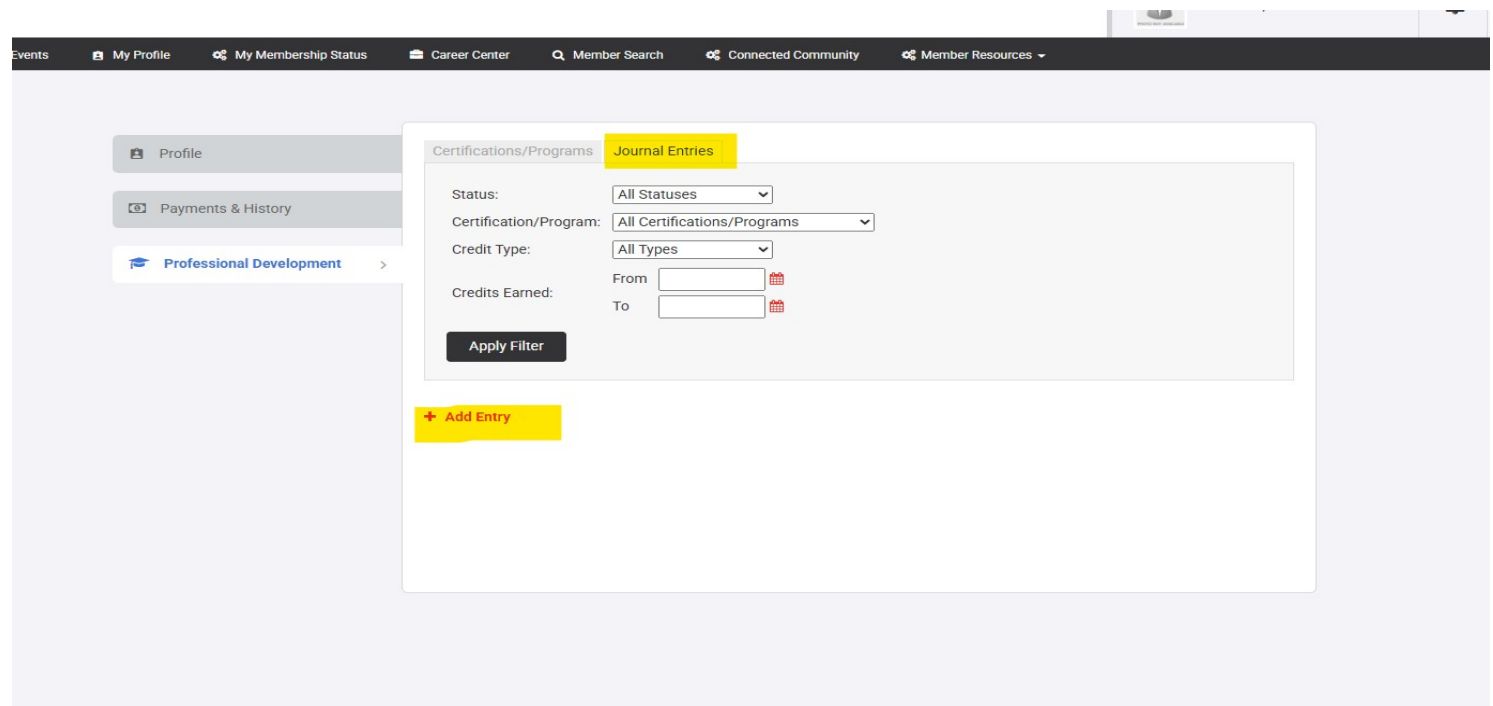
1.) Log into your CHIAP Profile in the Certification Management System (CMS) Visit <https://ahia.org/my-chiap-profile> and click the 'Log into Your CHIAP Profile' button or directly sign into the new AHIA portal (<https://portal.ahia.org/>)



2.) Click on the "Professional Development" tab on the left of the screen



3.) Click on the "Journal Entries" tab and then "Add Entry" at the bottom of the screen to enter your CPE's



4.) 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

5.) Enter your CPE activity.

(Only fill out required fields marked with *)

1. Click "Yes" for "is this entry for a Certificate or Program".
2. Choose "Certified Healthcare Internal Audit Professionals" in the "Certification/Program" drop down field.
3. "Credit Type" should have "Various" in the drop down field.
4. Enter completion date of CPE activity or end of year date for your annual CPE activity in the "Entry Date" field. (Ex: for all 2024 CPE's enter 12/31/2024 and click submit. For all 2025 CPE's click add entry again and enter in your CPE's for 2025 with a completion date of 12/31/2025.)
5. Enter "Various" in the "Description" field.
6. Enter the total number of CPE hours completed CPE activity and hit the "Submit" button at the bottom.

Example for entering 2024 CPE's:

Add Entry

Is this entry for a Certificate or Program? * ☒ Yes ☐ No

Certification/Program *

Certified Healthcare Internal Audit Professional®

Credit Type *

Various

Entry Date *

12/31/2024

Description *

Various

Credits *

20

Credits Expire

Score (%)

(if applicable)

Activity Code

Attachments

Choose File

No file chosen

Submit

Cancel

For entering your 2025 CPE's hit + Add Entry on the lower right and enter your 2025 CPE's as above.

Profile

Payments & History

Professional Development

Certifications/Programs

Journal Entries

Status: All Statuses

Certification/Program: All Certifications/Programs

Credit Type: All Types

Credits Earned: From To

Apply Filter

Export Entries (Unicode)

Print Transcript

Print Filtered Entries

Email Transcript

+ Add Entry

Options	Status	Entry Date	Details	Credits	Expires	Score (%)
	Approved	12/31/2024	Certified Healthcare Internal Audit Professional® Various	20	Never	N/A

Add Entry

Is this entry for a Certificate or Program? * ☒ Yes ☐ No

Certification/Program * ? Certified Healthcare Internal Audit Professional®

Credit Type * ? Various

Entry Date * ? 12/31/2025

Description * ? Various

Credits * ? 20

Credits Expire ?

Score (%) ? (if applicable)

Activity Code ?

Attachments ? Choose File No file chosen

Submit Cancel

Click the 'Submit' button.

6.) Click on the 'Certification/Programs tab 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. If the minimum required 40 CPE's are met by 12/31/2025 and your recertification fee is paid your status will reflect as up to date as of Jan 1 2026 as the new reporting cycle begins.

Profile
Payments & History
Professional Development >

Certifications/Programs
Journal Entries

Name	Status	Credit Type	Min Required	Max Allowed	Earned	Credits Expiring
Certified Healthcare Internal Audit Professional®	Complete	CPE	40	NA	40	

Keep Your Profile Up to Date

After you have reported your CPE activity and reviewed your progress, you may click 'Sign Out' 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.

The Recertification process will begin 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.

If you need any assistance with the CPE reporting process, contact us at info@ahia.org.