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/)
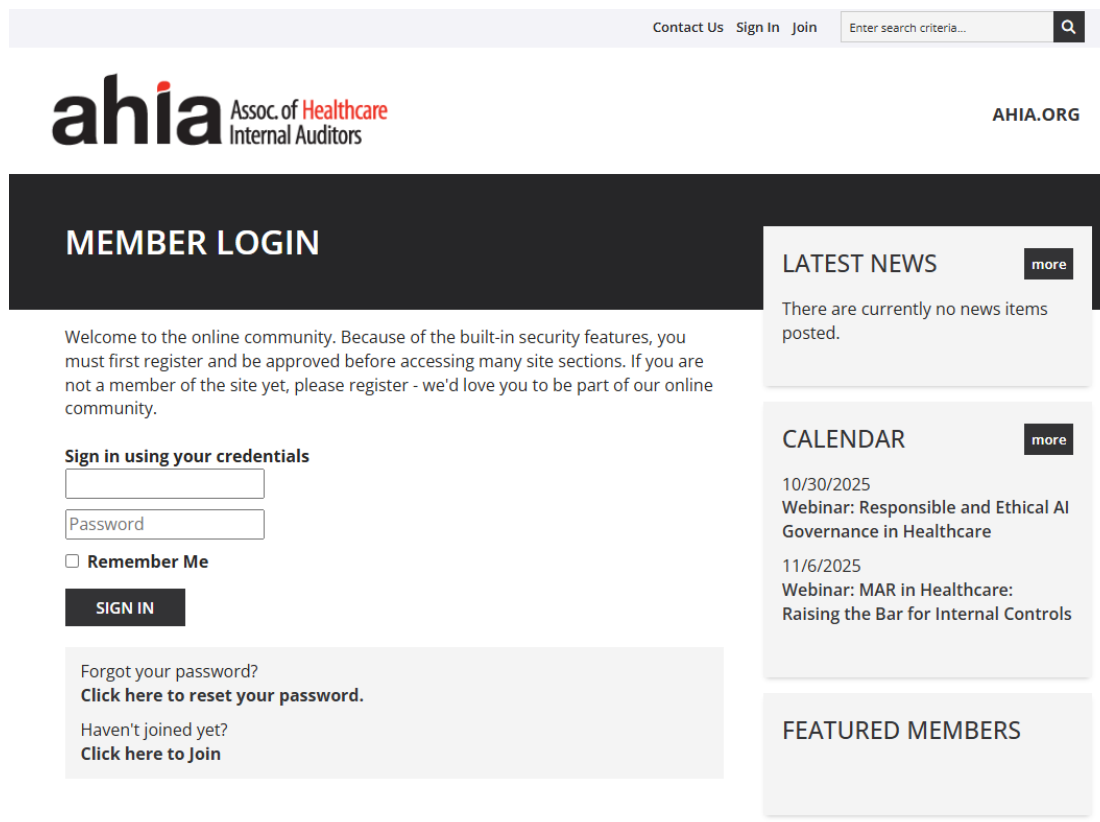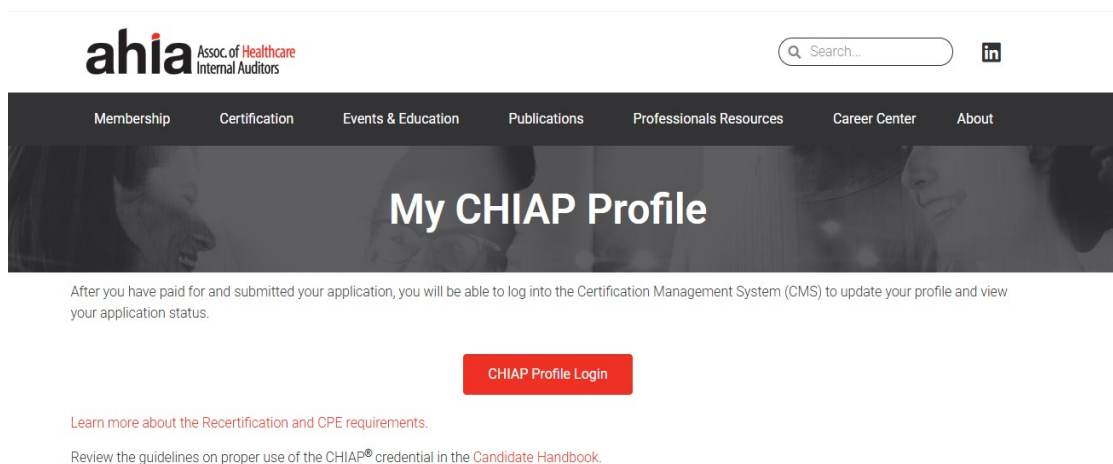
2.) Click on the "Professional Development" tab om the left of the screen
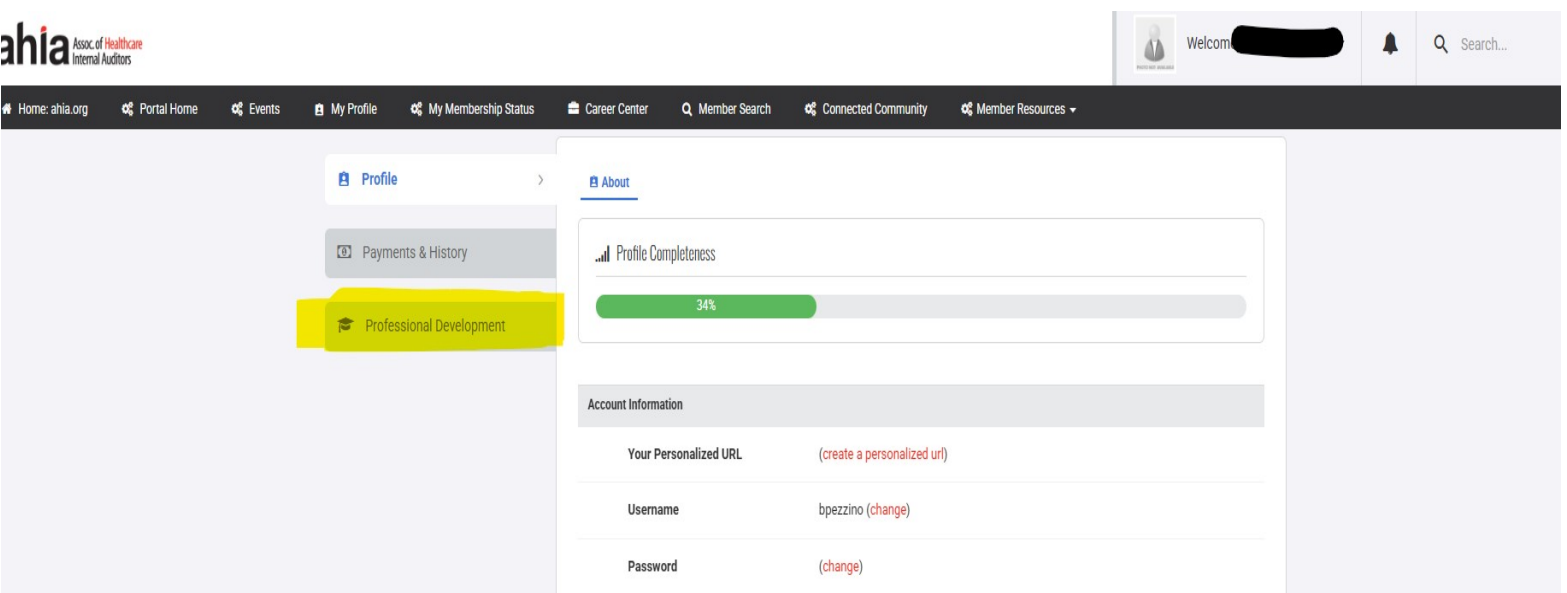
3.) Click on the "Journal Entries tab and then "Add Entry" at the bottom of the screen to enter your CPE's
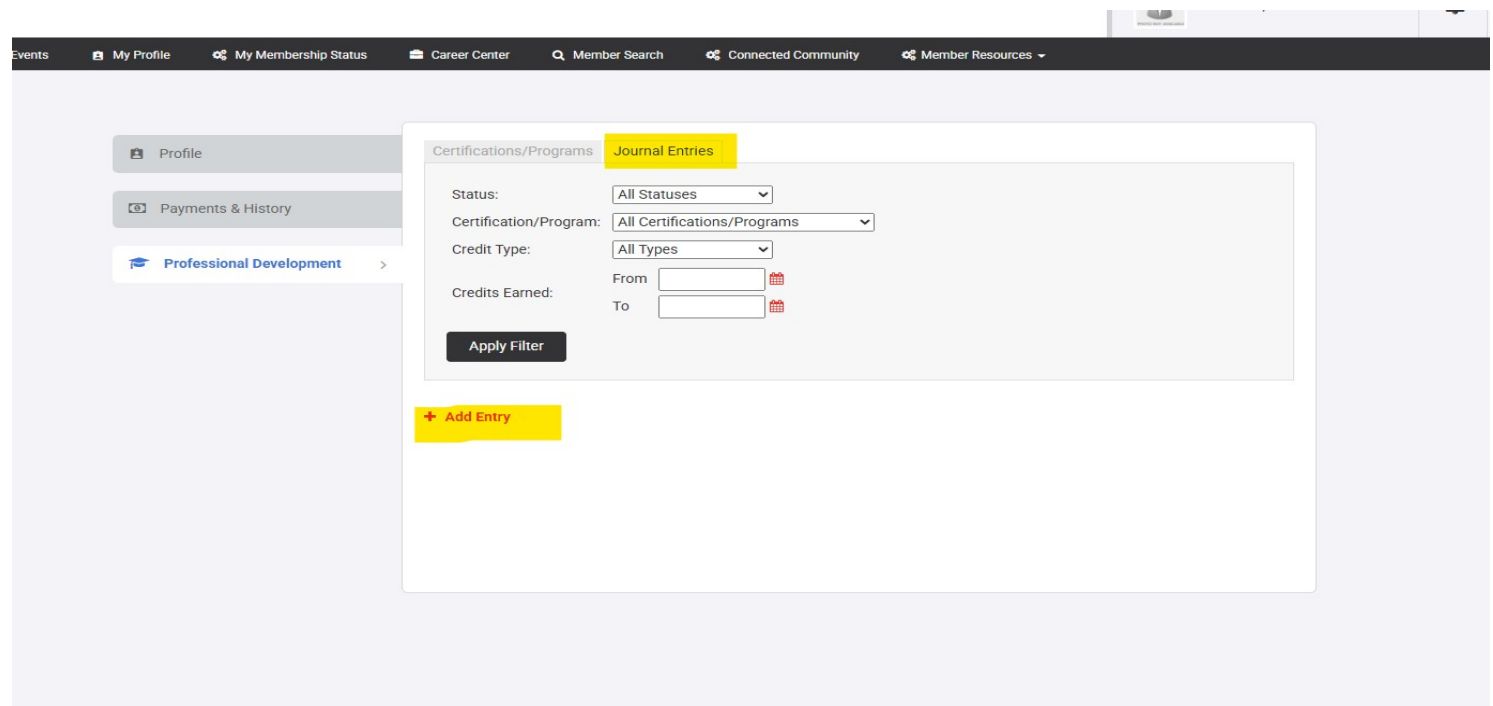
4.) Before adding activity, please review the CPE Requirements and Data Entry Instructions.

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:

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

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.

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.**