



Continuing Education Report Form

CEU Entry Options:

For immediate Continuing Education Unit (CEU) entry, enter your CEUs online by logging into my.ahima.org and going to your MyAHIMA CEU Center. Here you can also click on the “Video Tutorial” link to watch an instructional video providing a full explanation of the new CEU Center and details on how to enter CEUs.

To report by mail, please return this form to: AHIMA/Recertification, Dept 77-2735, Chicago, IL 60678-2735 or fax to (312) 233-1500 in the attention of Recertification.

If all requirements have been met by your current recertification cycle end date (CEUs, recertification fee, and if applicable self-reviews), on the next day your cycle dates will automatically move to the next recertification cycle. At that time you will be able to print out your updated validation certificate from your CEU Center. To do so, log into my.ahima.org and select “View Certificate” from your CEU Center.

All recertification requirements must be met by your recertification cycle end date to avoid penalty. Please see the Recertification Guide for details on recertification requirements and/or visit your CEU Center to track your progress.

Date	Program Title/Activity	Program Type	Sponsor	HIIM Domain	Number of CEUs
				Total CEUs Earned	
				Total CEUs Required	

Affidavit:

I hereby verify the truth of the entries on this Continuing Education Report Form. I affirm that I participated in continuing education activities and that the number of CEUs reported is correct. I will be able to supply supporting documentation verifying participation and summarizing content for the CEUs reported.

Signature: _____ Date: _____

AHIMA ID: _____ Email: _____