

## 2025 AHIMA Recertification Policy Updates – Frequently Asked Questions

AHIMA's 2025 recertification policies are consistent with those of 2024. The 40/60 CEU recertification policy remains on hold. Ample notification and guidelines will be provided when the policy is activated. The following is a list of FAQs. Further details are available in the [Recertification Guide](#) and on the AHIMA website.

### What are qualifying continuing education activities?

The Commission on Certification for Health Informatics and Information Management (CCHIIM) accepts CEUs earned through participation in formal educational programs of study that address subject areas related to health informatics and information management. For qualifying continuing education activities and how to calculate CEUs, visit the AHIMA [Recertification page](#) or reference the [2025 Recertification Guide](#).

### What are the latest Recertification policy updates and requirements?

The implementation of the 40/60 CEU requirement remains on hold. Ample notification will be given prior to launch date. Once implemented:

AHIMA credential holders will be required to obtain 40 percent of their recertification cycle CEUs from AHIMA resources. These include AHIMA products and education; HCPro products, services and family of brands; Component Associations; and AHIMA Trainers teaching to their designations. The remaining 60 percent of required CEUs may come from AHIMA's Approved Continuing Education Program providers or other resources. Visit the [ACEP webpage](#) to learn about the program..

### How do I report volunteer CEUs?

1. Log into the [My AHIMA Hub](#) and navigate to the “My CEU Center”
2. Click “Add CEU”
3. Select the source which you volunteered for:
4. Select Other in the Course Type Drop Down
5. Enter the Date Earned (This would be the **End Date** of the Volunteer Activity/Role.)
6. Complete the required fields. Please include as much information as possible, including committee name, number of CEUs associated with the opportunity, and any documentation you may have to support this volunteer role (if applicable).

For more information on what volunteer activities qualify and/or the allocated CEUs associated with each, please see the [2025 Recertification Guide](#).

## What are the key 2025 AHIMA Recertification policy updates?

### 1. Qualifying and Non-Qualifying CEUs are Clearly Defined

#### Qualifying CEUs include:

**Primary:** CEUs earned through participation in educational programs or events that adhere to AHIMA domain criteria (80%) or can be classified as meaningful content related to the credential holder's current position (20%). Participation in educational programs (in person and virtual) on topics relevant to HIIM.

**Academic:** Participation in educational programs of study that address HIIM-relevant subject areas

**Enhancement:** CEUs earned through specific achievements; volunteer service; and educational contributions.

#### Non-Qualifying CEUs include:

- Responsibilities that fall within the normal parameters of an individual's job description
- Exam preparation activities
- Published materials and/or presentations developed as a direct part of an individual's employment.
- Serving in a volunteer leadership role for any other professional organization unrelated to HIIM
- Instructing or teaching a class
- Summarizing articles, audiotapes, or video

Please refer directly to [2025 Recertification Guide](#) for examples and full details

### 2. Recertification CEU Documentation

Only certificates of attendance, Component Association CEU statements, or documentation issued by an educational body that states the organization's name, program name, date of attendance, participant's name, number of CEUs earned will be accepted toward recertification requirements. Uploading to the credential holder's CEU Center is strongly recommended.

## What remains the same?

### CEU Rollover

- Certificants are allowed to carry over up to 20% of additional CEUs earned (beyond the minimum amount required) within the last three months of a certified professional's current recertification period. For CEUs to qualify for this rollover opportunity, they must come from AHIMA, a Component Association (CA), an AHIMA trainer teaching to their designation, or an AHIMA Approved Continuing Education Provider Program (ACEP) provider [ACEP web page](#).
- Educational content must be aligned with a HIIM domain. The certified professional must have met ALL CEU requirements and paid ALL corresponding fees before their current recertification period concludes.
- No changes have been made to the required number of CEUs reported for single or multiple certification combinations
- No changes have been made to the recertification cycle duration (i.e., it remains two years)
- No changes have been made to the recertification fees or discounts associated with AHIMA membership

### Annual Credential Holder Audit – Random Selection

To ensure high standards of competency and continuing education, AHIMA will conduct an annual audit. A randomly selected percentage sample of recertification forms submitted from the prior reporting period will be sampled. The audit will be conducted at each credential level. If audited, you will be required to provide documented proof of all CEU activity reported during the reporting period to AHIMA within 30 days. We strongly encourage you to upload all attendance documentation to your CEU Center.

All audit paperwork is reviewed for completeness and accuracy by AHIMA certification staff. If all CEU activity documentation is successfully submitted by the due date, you will be notified via email that you have successfully met the audit requirements.

### Why are these updates being made?

No significant changes have been made. Rather, certain aspects of the [2025 Recertification Guide](#) have been made clearer (i.e. examples, more descriptive content) to assist credential holders with their compliance requirements. These updates align and leverage existing learning experiences with best practices for recertification.

## Where can certified professionals and members go for more information?

We urge anyone interesting in reviewing [2025 Recertification Guide](#) in its entirety to visit the AHIMA website's [Recertification web page](#).

## What is the AHIMA Approved Continuing Education Provider Program (ACEP)?

- The ACEP program offers third-party providers the opportunity to issue "AHIMA-Approved" CEUs which qualify toward AHIMA recertification. When the 40/60 CEU rule is implemented, CEUs earned via ACEP providers will fall into the 60% category.
- ACEP providers and their programs are vetted and approved by AHIMA staff and are held to high standards of quality, consistency and rigor of content and presentation
- Note that not all programs offered by ACEP providers are approved. Only the programs submitted, reviewed and approved by AHIMA staff may issue AHIMA-Approved CEUs. To determine if a provider's program offers CEUs, please visit the ACEP provider directory. Only approved programs are listed. If an approved provider is not listed in the directory it is because that provider currently does not have any active programs. To learn more about the ACEP program, please visit the [ACEP web page](#).

*The information in this document will be updated periodically.*

*Notifications will be provided when updates are made.*