

**What is the CPHIMS-CA Credential?**

Align your organization with the only North America-wide professional certification for health informatics and digital health professionals: the Certified Professional in Healthcare Information and Management Systems – Canada (CPHIMS-CA) credential validates professional competency to international and Canadian criteria.

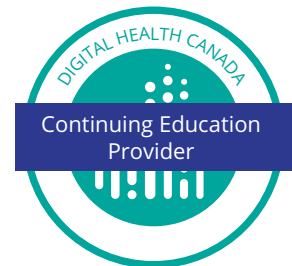


The CPHIMS-CA signifies that a health informatics professional has the skills, knowledge and abilities to perform safely and effectively in a broad range of practice settings. Certified individuals must renew their credential by earning 60 Continuing Education hours, every three years.

**What is a Digital Health Canada Approved Continuing Education Provider?**

Your organization would gain recognition as an official source of educational and training programs that can earn Continuing Education (CE) hours to be used towards CPHIMS-CA certification renewal.

Digital Health Canada Continuing Education Providers must meet meticulous standards for curriculum quality and value. If you are a Digital Health Canada Member, your company logo and title will be displayed on the Digital Health Canada website as an approved Continuing Education Provider.



## Process

### Step One: Application

- Complete the Continuing Education Provider Application (pages 3-6 of this document)
- Send the completed application and supporting documentation to Digital Health Canada at [education@digitalhealthcanada.com](mailto:education@digitalhealthcanada.com). A one-time application fee of CAD\$250 is due upon application, and will be deducted once you are notified of your application status. Please note the different documentation requirements for each level of enrollment.

**IMPORTANT:** Unless otherwise agreed upon, Digital Health Canada must receive your application package at least 60 days before your session.

### Step Two: Application Status

Upon finalizing your application, Digital Health Canada will connect with you to review and obtain:

- Annual fee (this will be automatically charged at time of approval)
- Tracking the distribution of CE hours
- Providing updates to Digital Health Canada

### Step Three: Being a Continuing Education Provider

Archive the program documentation specified under your enrollment level

- Include/disclose the number of accredited CE hours in promotional material and documentation provided to attendees
- Following the program, the organization will provide attending CPHIMS-CA credential holders with documentation/proof of their attendance at accredited sessions(s). The certificate will indicate: credit date, program title, activity type, educational provider and number of CE hours earned (optional).

### Step Four: Maintenance

Organization will provide Digital Health Canada with updated CE hours distributed on a quarterly-basis, using the Digital Health Canada Continuing Education Provider Tracking Sheet distributed at the time of approval

**Content Eligibility**

Continuing Education	Academic Credits	Presentations
Educational programs on topics relevant to healthcare information and management systems.	Participation in formal educational programs of study that address relevant healthcare information and management system subject areas.	The development of original work, relevant to healthcare information and management systems professionals, delivered to an audience.
Continuing Education CE Hours	Academic Credit CE Hours	Presentation CE Hours
Approved topics include: <ul style="list-style-type: none"> <li>• Canadian Healthcare System</li> <li>• Clinical &amp; Health Services</li> <li>• Information Technology</li> <li>• Information Management</li> <li>• Analysis &amp; Evaluation</li> <li>• Organizational &amp; Behavioural Management</li> <li>• Project Management  <b>60 minutes = 1 CE hour</b></li> </ul>	<ul style="list-style-type: none"> <li>• Post-secondary healthcare information and management systems courses attended for credit, including guided independent study and regular college or university courses  <b>60 minutes = 1 CE hour</b></li> <li>• Audit of academic courses or relevant non-credit adult education courses  <b>60 minutes = 1 CE hour</b></li> </ul>	<ul style="list-style-type: none"> <li>• Primary author of content related to healthcare information and management systems utilized in e-Learning and/or other media presentations  <b>15 minutes = 1 CE hour</b></li> <li>• Panel participant at an educational program  <b>60 minutes = 1 CE hour</b></li> <li>• Guest lecturer for a college/university course  <b>15 minutes = 1 CE hour</b></li> <li>• Speaker at an educational program  <b>15 minutes = 1 CE hour</b></li> </ul>

**Enrollment Fee**

Please submit your signed and completed Continuing Education Provider (CEP) application with supporting documentation to [education@digitalhealthcanada.com](mailto:education@digitalhealthcanada.com). Retain a copy for your records.

At application signing, only the one-time, non-refundable application fee is due. Once the application is reviewed, your organization will be notified of our decision. If approved, the fees listed for CEP will be due; this will be mentioned at the time of the status notification.

- I hereby authorize Digital Health Canada to charge the credit card listed below for the \$250 CAD one-time, non- refundable application.

Please charge my credit card:    Visa    MasterCard    American Express

Name on card	
Card number	
Card security code	
Expiration date	
Authorized card holder signature	

**Questions? Contact [education@digitalhealthcanada.com](mailto:education@digitalhealthcanada.com) or 647-775-8555.**

**Application Section 1:  
 Contacts, Fees, Responsibilities, and Terms**
**1.1 CEP Applicant**

Date (DD/MM/YYYY)			
Business Name			
Street Address			
City		Province	

**1.2 Executive Point of Contact**

Name	
Phone	
Title	
Email	

**1.3 Administrative Point of Contact**

Name	
Phone	
Title	
Email	

**1.4 Social media addresses**

Website	
Twitter	
LinkedIn	
Facebook	

**Application Section 2:  
Annual Enrollment Fee**

(valid from April 1<sup>st</sup> to following March 31<sup>st</sup>)

- Academic Institution .....\$1750 CAD Annual Fee
- Conference/Event (3+ Days).....\$1500 CAD Annual Fee
- Conference/Event (1-2 Days).....\$1250 CAD Annual Fee
- Onsite Workshops (e.g. internal workshops and seminars) .....\$750 CAD Annual Fee

**Application Section 3:  
Annual Content Submission (attached in one PDF Document)**

<b>Academic Institutions</b>	<p>For each course, submit:</p> <ul style="list-style-type: none"> <li>Course title and syllabus/outline</li> <li>Course learning objectives (250 words or less)</li> <li>Instructor biography (250 words or less)</li> </ul>
<b>Conferences and Events</b>	<p>For the series, submit:</p> <ul style="list-style-type: none"> <li>Workshop series,duration, frequency, location and demographic</li> <li>Workshop learning objectives/key outcomes (250 words or less)</li> </ul>
<b>Onsite Workshops</b>	<p>For the conference, submit:</p> <ul style="list-style-type: none"> <li>Conference title and location</li> <li>Conference schedule, session titles, and speakers</li> <li>Conference learning objectives/key outcomes (250 words or less)</li> </ul>

**Application Section 4:  
CEP Renewal**

A new application will be required for any health IT and healthcare content developed after the original CEP designation has been received.

**Application Section 5:  
Acknowledgment of Marketing and Communications Requirement/  
CPHIMS-CA Logo License Agreement**

The license is effective from the date of approval for only the approved session(s). The license is not transferable to any other program not reviewed by HIMSS and Digital Health Canada.

The sponsor agrees to the following terms and conditions of this limited license:

1. All policies and guidelines will be followed as outlined in this application.
2. The CPHIMS-CA logo remains the property of HIMSS and Digital Health Canada at all times. The logo may be displayed utilizing the official logo colours and must be used as a single unit in its entirety. The CEP agrees that the logo will not be positioned, so as to imply an endorsement by Digital Health Canada or HIMSS for the sponsor’s program(s). The CEP is not authorized to use the logo for any programs or services other than those named on the Continuing Education Provider Application.
3. The CEP agrees to include the approved language immediately following the CPHIMS-CA logo, with no intervening text between the logo and approved language.
4. The CEP, if a Digital Health Canada member, will have their logo displayed on the Digital Health Canada website as an approved Continuing Education Provider.

**Non-Compliance Policy** The Limited License Agreement specifically governs use of the CPHIMS-CA logo and approved language. Organizations using unapproved CPHIMS-CA logos or language will not receive continuing education approval. Variations in logo usage or language are not permitted. In situations in which the logo and language have been used without approval, the CEP must issue a notice to program attendees stating the inappropriate use of the logo and language. The CEP will be invoiced for the inappropriate use of the CPHIMS-CA logo and/or language, based on a fee of \$200 per contact hour.

*Please check both items below to indicate agreement.*

- If authorized as a CEP, I agree to display a seal/logo as designated by Digital Health Canada per the brand usage guidelines, so that it is clearly linked to the name of the CEP and it may only be used in conjunction with CEPs related to health IT and healthcare. If authorized as a CEP, I agree that the seal/logo may only be used to indicate the CEPs enrollment in the CEP program and not in a manner which expresses or implies that COACH has accredited, certified, sponsored, endorsed or any other products, publications or services.
- By checking this box, I, the above listed applicant, attest that I have provided the correct information and have found the content submitted for review, to be in conformance with the above criteria.

Signature (Electronic signature acceptable)	
Date: (DD/MM/YYYY)	