



EFFECTIVE  
JUNE 2024

# Guide to CPHIMS-CA Renewal and Maintenance

**CPHIMS-CA**

 **Digital Health**  
CANADA

# Two paths to renew your CPHIMS-CA credential

1

OBTAIN 60 CONTINUING EDUCATION  
UNITS (CEUS) DURING YOUR  
RENEWAL CYCLE (THREE YEARS)

This option is available if your credential is in good standing. If your credential has expired, you must re-take and pass both the CPHIMS exam and the CA exam (see option 2).

2

REWRITE AND PASS BOTH THE  
CPHIMS EXAM + CA EXAM

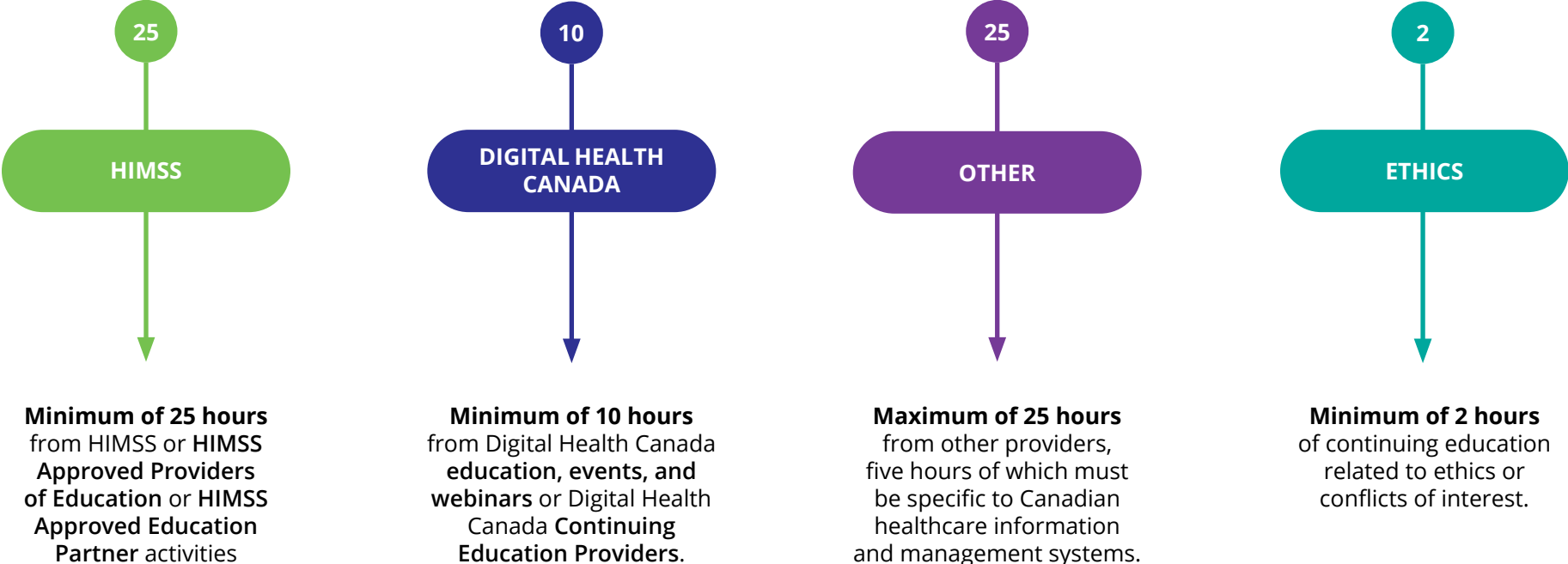
The CPHIMS Exam is administered by HIMSS. THE CA Exam is administered by Digital Health Canada and can be purchased in the **Digital Health Canada online store**.

## IMPORTANT

- Obtaining the credential requires passing two exams: the CPHIMS Exam and the CA Exam
- Renewing the credential via option 2 requires passing two exams: the CPHIMS Exam and the CA Exam
- Your credential must be renewed every three years
- To keep your credential in good standing, you must complete **60 hours** of applicable continuing education within the three-year renewal cycle
- You are responsible for tracking your own hours (this can be done via the **HIMSS portal**).

# Breakdown of Continuing Education Units (CEUs)

The 60 Continuing Education Units (CEUs) that must be obtained during your three-year renewal cycle must consist of:



# Calculating + Tracking CEUs

## Calculating CEUs

Calculation of CEUs is based on clock hours. One CE hour is awarded for each 60 minutes of attendance or participation. Fractional parts of an hour will be considered for partial credit hours.

- 30 minutes = .5 CEU
- 60 minutes = 1.0 CEU
- 90 minutes = 1.5 CEU
- 120 minutes = 2.0 CEU

## Tracking your progress

You are responsible for tracking your continuing education hours. You can keep track of your CEU credits via the **HIMSS portal**. Download the PDF *HIMSS Step-by-Step Guide to Managing Online Continuing Education Units*.

## Credential reinstatement

If your credential has expired, you must retake and pass the two required exams (CPHIMS and CA) in order to be reinstated.

## Waivers and extensions

Written requests for extensions or waivers must be submitted to [certification@himss.org](mailto:certification@himss.org) at least three months before your renewal date.

## Non-qualifying activities

Activities that fall within the normal parameters of your job description do not qualify for CE hours. These activities include but are not limited to:

- Staff meetings, grand rounds, or tours
- Preparation for and/or participation in accreditation and licensure surveys
- Preparation of procedure, policy or administrative manuals
- Participation in career day activities
- Development of employee and staff training materials, published materials, and/or presentations as a direct part of your employment
- Instructing or teaching a class
- Summarizing articles, audiotapes, or video

## Qualifying activities from Digital Health Canada

Visit [digitalhealthcanada.com/event-calendar](https://digitalhealthcanada.com/event-calendar) to find education, events, and webinars that qualify for CEUs.

Visit [digitalhealthcanada.com](https://digitalhealthcanada.com) to find Digital Health Canada Continuing Education Providers—approved organizations offering courses, events, or workshops that qualify for CEUs.

## IMPORTANT LINKS

- <https://www.himss.org/resources/certification-renewal>
- HIMSS portal
- *HIMSS Step-by-Step Guide to Managing Online Continuing Education Units*
- Submit requests for extensions or waivers at [certification@himss.org](mailto:certification@himss.org)
- Visit [digitalhealthcanada.com/event-calendar](https://digitalhealthcanada.com/event-calendar) to find education, events, and webinars that qualify for CEUs
- Visit [digitalhealthcanada.com](https://digitalhealthcanada.com) to find Digital Health Canada Continuing Education Providers

# CEU Categories

## CONTINUING EDUCATION

Educational programs on topics relevant to healthcare information and management systems. Approved topics include: The Canadian Healthcare System; Clinical and Health Services; Information Management; Information Technology; Analysis and Evaluation; Project Management; Organizational and Behavioural Management.

Continuing education 60 minutes = 1 CE hour

## ACADEMIC CREDIT

Formal educational programs that address relevant healthcare information and management system subject areas.

Post-secondary healthcare information and management systems course attended for credit, guided independent study, college or university course 60 minutes = 1 CE hour

Audit of academic course or relevant non-credit adult education course 60 minutes = 1 CE hour

## PRESENTATION

Original work, relevant to healthcare information and management systems professionals, delivered to an audience.

Primary author of content related to healthcare information and management systems used in e-learning and/or other media 15 minutes = 1 CE hour

Panel participant at an educational program 60 minutes = 1 CE hour

Guest lecturer for a college/university course 15 minutes = 1 CE hour

Speaker at an educational program 15 minutes = 1 CE hour

## PUBLICATION

Original work, relevant to healthcare information and management systems professionals, disseminated to the public by written or electronic means. You must be the author or co-author.

Book = 20 CE hours

Book chapter = 15 CE hour

Article published in a peer-reviewed journal = 5 CE hour

Article published in a professional newsletter = 3 CE hours

## PROFESSIONAL SERVICE

Volunteer service with an international, national, state, provincial, or local professional organization/society (e.g., board of directors, task force, committees).

One year of professional service = 5 CE hours

## ITEM WRITING

Item writing for the CPHIMS or CA Exams. Earn CE hours pre-determined by HIMSS or Digital Health Canada respectively.

### IMPORTANT!

The HIMSS Certification, Renewal, and Maintenance guidelines takes precedence to this document at all times.



Digital Health Canada is a member-supported not-for-profit professional association that **connects, inspires,** and **empowers** those who are creating the future of health in Canada.

Our members are a diverse community of accomplished, influential professionals working to make a difference in advancing healthcare through information, technology, and data management.

Digital Health Canada fosters network growth and connection; brings together ideas from multiple segments for incubation and advocacy; supports members through professional development at the individual and organizational level; and advocates for the Canadian digital health industry.



## GOALS

- **Excellence for Members** – growing and empowering our membership and empowering through tools and relationships;
- **Acting for Equity** – supporting our membership and advancing our network with equity, diversity and inclusion; and
- **Leadership for Industry** – distinguishing Digital Health Canada as a knowledge authority and enabler of innovation in the digital health industry.

## VISION

Digitally connected and accessible healthcare for all.

## MISSION

Connect, empower, and inspire those enabling digital healthcare in Canada.

## VALUES

- **Service:** We serve our members by anticipating and responding to their changing needs.
- **Integrity:** We are values aligned in our approach to relationship building and decision making.
- **Innovation:** We bring awareness to and advocate for new innovations that challenge the status quo and support new models and methods to enhance healthcare.
- **Belonging:** We actively and equitably create a sense of belonging for the diverse professional and personal identities in our membership.
- **Continuous Learning:** We are committed to continuous learning to improve outcomes for our organization and members.
- **Collaboration:** We work intentionally alongside our members and strategic partners to advance common goals.