



REVISED APRIL 2023

# Guide to CPHIMS-CA Renewal and Maintenance

## Two renewal options

To renew your Certified Professional in Healthcare Information and Management Systems–Canada (CPHIMS-CA) credential, you can:

<b>OPTION 1</b>	Rewrite and pass both the CPHIMS and the CA exams.
or	
<b>OPTION 2</b>	Obtain 60 Continuing Education Units (CEUs) during your renewal cycle (three years). <i>This option is available to you if your credential is in good standing. If your credential has expired, you must re-take and pass the exams (OPTION 1).</i>

## Breakdown of Continuing Education Units

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

<b>HIMSS</b>	<b>25</b>	<b>Minimum</b> of 25 hours from HIMSS or <u>HIMSS Approved Providers of Education</u> or <u>HIMSS Approved Education Partner</u> activities.
<b>DIGITAL HEALTH CANADA</b>	<b>10</b>	<b>Minimum</b> of 10 hours from Digital Health Canada events, webinars, courses, or certificates.
<b>OTHER</b>	<b>25</b>	<b>Maximum</b> of 25 hours from other providers, five hours of which must be specific to Canadian healthcare information and management systems.
<b>ETHICS</b>	<b>2</b>	<b>Minimum</b> of two hours of continuing education related to ethics or conflicts of interest.

## IMPORTANT FACTS

Obtaining the credential requires passing two exams: CPHIMS and CA.

Your credential must be renewed every three years.

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](#)).

## Calculating CEUs

Calculation of CEUs is based upon 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 CE HOUR	90 MINUTES = 1.5 CE HOUR
60 MINUTES = 1.0 CE HOUR	120 MINUTES = 2.0 CE HOUR

## 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* [here](#).

## 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 at least three months before your renewal date to [certification@himss.org](mailto:certification@himss.org).

## Other resources

<https://www.himss.org/resources/certification-continuing-education>

<https://www.himss.org/resources/certification-renewal>

## 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

## Digital Health Canada Events

Digital Health Canada webinars and conferences qualify for CEUs; visit the [events calendar](#) to register. Visit [CPHIMS-CA Renewal and Maintenance](#) to see how many CEUs you can earn at each Digital Health Canada event.

## Continuing Education Providers

Digital Health Canada partners with select organizations that offer courses, events, or workshops with relevant digital health content. These recognized Continuing Education Providers are excellent sources for earning CEUs. Find a complete list of Continuing Education Providers on our [website](#).



CONTINUING EDUCATION*		ACADEMIC CREDIT		PRESENTATION		PUBLICATION		PROFESSIONAL SERVICE		ITEM WRITING	
Educational programs on topics relevant to healthcare information and management systems.		Participation in formal educational programs 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		The development of original work, relevant to healthcare information and management systems professionals, reproduced by written or electronic means for dissemination to the public. You must be the author or co-author.		Volunteer service with an international, national, state, provincial or local professional organization/society (e.g. board of directors, task force, committees). 24 hour limit.		Item writing for the CPHIMS or CA Exams.	
Continuing education	60 minutes = 1 CE hour	Post-secondary healthcare information and management systems course attended for credit, guided independent study, college or university course	1 academic credit = 5 CE hours	Panel participant at an educational program	60 minutes = 1 CE hour	Author or co-author of a book related to healthcare information and management systems	5 hours of each update = 20 CE hours	Serving in the capacity of Chair or Vice-Chair on boards of directors, committees, or review boards	10 CE hours per year	Earn CE hours predetermined by HIMSS or Digital Health Canada respectively.	
*Approved topics include: The Canadian Healthcare System; Clinical and Health Services; Information Management; Information Technology; Analysis and Evaluation; Project Management; Organizational and Behavioural Management.		Audit of academic course or relevant non-credit adult education course	1 course = 1 CE hour	Guest lecturer for a college/university course	15 minutes = 1 CE hour	Author or co-author of a book chapter related to healthcare information and management systems	3 hours of each update = 10 CE hours	Serving in the capacity of member on boards of directors, committees, or review boards	7 CE hours per year		
				Speaker at an educational program	15 minutes = 1 CE hour	Published dissertation relevant to healthcare information and management field	5 CE hours	Serving in the capacity of Chair or Vice-Chair for task forces or work groups	7 CE hours per year		
						Author or co-author of an article published in a peer-reviewed journal related to healthcare information and management systems	1 CE hour per article	Serving in the capacity of member for task forces or work groups	5 CE hours per year		
						Author or co-author of an article published in a professional newsletter	1 CE hour per article	Serving as Lead Digital Health Validation Partner	7 CE hours per validation		
								Serving as Associate Digital Health Validation Partner	5 CE hours per validation		



**Digital Health Canada is a member-supported not-for-profit professional association that connects, inspires, and empowers the digital health professionals 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.

Digital Health Canada membership is ideal for anyone with an interest in health informatics, health information management, digital health, m-health, e-health, or related healthcare issues and practices.

**Visit [digitalhealthcanada.ca](https://digitalhealthcanada.ca) to learn more.**