Step-by-Step Guide to Submission of Continuing Education Hours for Recertification

1) Go to HIMSS website [here](#) and sign in.
2) Once you are in your “My Info” page on the left-hand side you will see a menu. At the bottom of the menu click on “Transcripts CE Hours”.

3) Click on “+ Add CE Hours”.

Instructions:
Click Submit to complete recertification. You will be able to actually submit starting 6 months before end date when you meet the Recertification Requirements.
4) Fill out the required information and click "Save".

   For more information on how to complete these requirements refer to our Continuing Education Activities page or our Certification Renewal and Maintenance page. Please remember to add and categorize your ethics CEs under the correct “Activity Type” of “Ethics”.

5) You may “Edit” or “Delete” existing transcripts (continuing education hours) by clicking on the arrow located on the far right of the transcript.
6) When you have met the requirements, the “Submit” green button will become available. Click on “Submit”. Please note that you are not able to submit transcripts until six-months prior to your recertification date. Until within this timeframe, the “Submit” button will be unavailable.

7) Authenticate and Attest.

8) Click “Pay Now” to complete payment.

For questions regarding tracking CAHIMS/CPHIMS/CPDHTS continuing education hours online, please contact certification@himss.org
9) Enter and fill out payment information then click on “Process Payment”. If necessary, you may enter a new “Billing Address” by clicking on “+ Create Address”.

10) Once payment is complete, you will see the following message: Click on “View Receipt” to access your receipt.

Payment Successful
Your payment of **USD 289.00** was successfully completed.

For questions regarding tracking CAHIMS/CPHIMS/CPDHTS continuing education hours online, please contact certification@himss.org