CAHIMS   CPHIMS   CPHIMS-CA   CPDHTS

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

1) Go to HIMSS website: Here and sign in.

HIMSS

Welcome

Please sign in or create an account.

Sign In

Email or User Name:*

[Enter your Email or User Name]

Password:*

[Enter your password]

☐ Remember me

[Sign In]

Forgot Password? Forgot Username?

Please contact help@himss.org, our IT Help Desk if you need further assistance with login.

Create an Account

To register for events and become a HIMSS member, create an account.

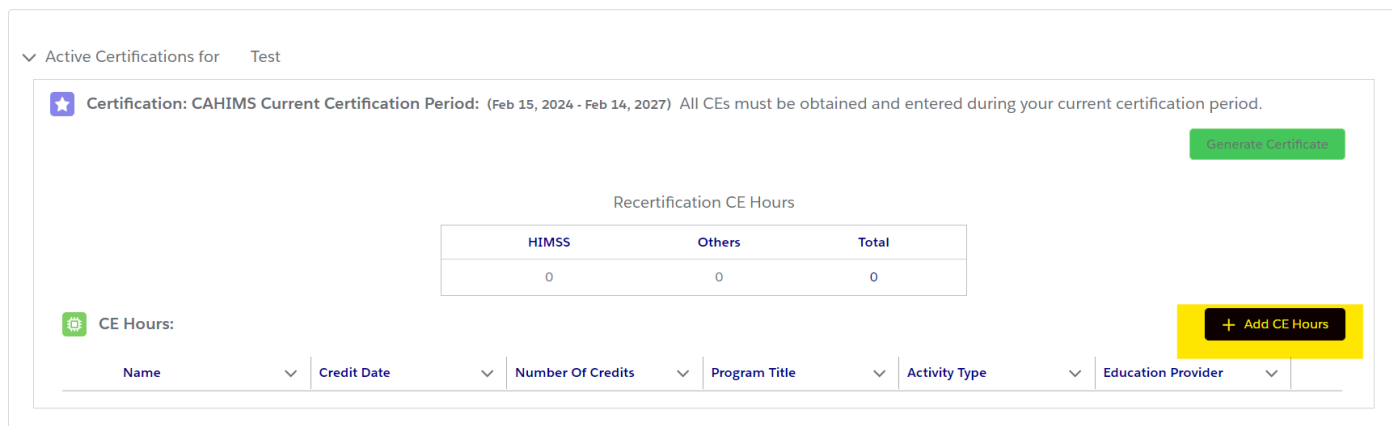Don't have an account? Set up one now—it takes just a few minutes.

[Create Now]

Welcome

Please sign in or create an account.

Sign In

Email or User Name:*

[MDaiker]

Password:*

[••••••••••••]

☐ Remember me

[Sign In]

Forgot Password? Forgot Username?

2) Once you are in your "My Info" page on your left-hand side you will see a menu. At the bottom of the menu click on "Transcripts CE Hours".
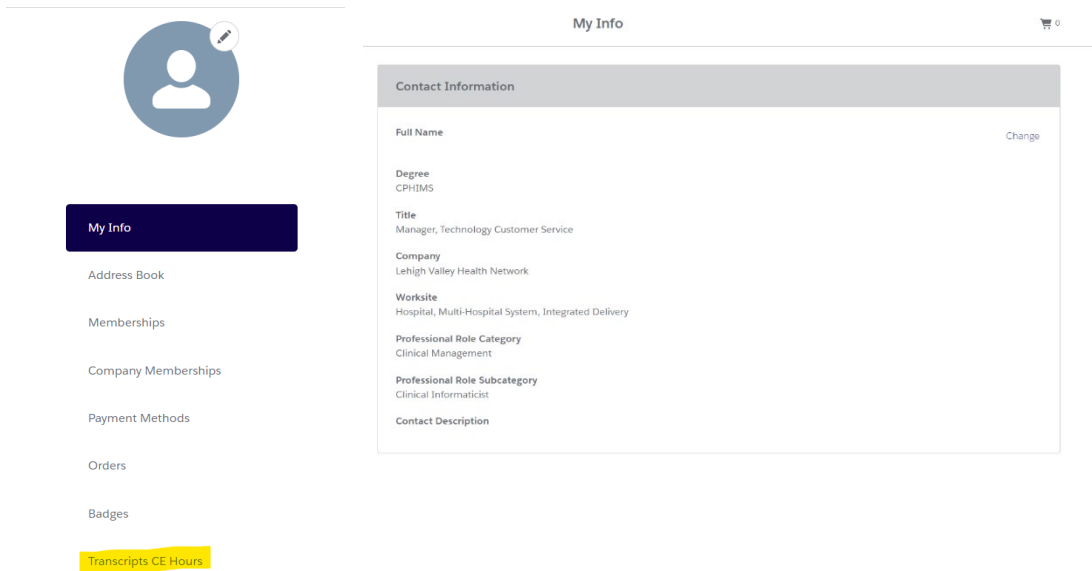
3) Click on "+ Add CE Hours".

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.

∨ Active Certifications for   Test

⭐ **Certification: CAHIMS Current Certification Period:** (Feb 15, 2024 - Feb 14, 2027) All CEs must be obtained and entered during your current certification period.

[Generate Certificate]

Recertification CE Hours

	HIMSS	Others	Total
	0	0	0

CE Hours: [+ Add CE Hours]

Name	∨	Credit Date	∨	Number Of Credits	∨	Program Title	∨	Activity Type	∨	Education Provider	∨

4) **Fill out the Pop-Up Box & Save (Any courses from HIMSS or [HIMSS Approved Providers of Education](#) are classified as HIMSS, except Digital Health Canada (DHC), which has its own category for CPHIMS-CA credential holders only).** *Please remember to add and categorize your [ethics](#) CEs under the correct "Program Title" 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.*

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.

∨ Active Certifications for

⭐ **Certification: CPHIMS Current Certification Period:** (Jun 11, 2021 - Jun 30, 2024) All CEs must be obtained and entered during your current certification period.

[💾 Submit] [Generate Certificate]

Well done! You have earned enough CEs to get yourself recertified. You'll be able to submit the transcripts starting on Dec 31, 2023 through Sep 28, 2024.

Recertification CE Hours

HIMSS	Others	Total
49	0	49

🔲 CE Hours: [+ Add CE Hours]

	Name		Credit Date		Number Of Credits		Program Title		Activity Type		Education Provider		
1	CH-454450		2024-02-26		45		HIMSS TEST		Academic Credits		HIMSS		▼
2	CH-454451		2024-02-26		4		Ethics Test		Ethics		HIMSS		▼

7) **Authenticate and Attest.**

eriod: (Jun 11, 2021 - Jun 30, 2024) All CEs must be obtained and entered during y...

By Submitting this claim I attest that the information I have provided is correct. I understand that any misrepresentation or incorrect information provided may result in disciplinary action, including the suspension or revocation of my certificate/credential.

[Yes] [No]

8) **Click "Pay Now" to complete payment.**

Please pay the required recertification fee.

[Pay Now] [Cancel]

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".*

◀ Shopping Cart   Checkout

1. Choose a Payment Method

Credit Card
PayPal

By clicking the "Process Payment" button, you agree to the HIMSS terms and conditions of this purchase.

* Card Holder Name

* Card Number   * CVV

* Exp Month   * Exp Year

01   2024

☐ Would you like to save this payment method for future use?

Billing Address

+ Create Address

Address is optional.

Process Payment

Order Summary

Discount Code

[Apply]

Items (2):   USD 289.00

Due at Checkout: USD 289.00

Shopping Cart

CPHIMS Certification   Free
Plan: Certification 3 Year Plan
Quantity: 1
Price: Free

CPHIMS Recertification fee   USD 289.00
Quantity: 1
Price: USD 389.00

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.

View Receipt