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

1) Go to HIMSS website: [Here](#) and sign in.

For questions regarding tracking CAHIMS/CPHIMS/CPDHTS Continuing Education Hours online, please contact certification@himss.org
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.
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.

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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.

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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.

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