Member Continuing Education Report Form

Cycle End Date: December 31, 2017	**Return this form by**: March 31, 2018

Reporting Options:
For faster service please enter your continuing education units (CEUs) online at my.ahima.org and log into MyAHIMA CEU Center. Here you can also click on the "Video Tutorial" link to watch an instructional video providing a full explanation of the new CEU Center and details on how to enter CEUs.

To report by mail, please return this form to: AHIMA/Recertification, 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5809 or fax to (312) 233-1090 in the attention of Recertification.

If all requirements have been met (CEUs, recertification fee, and if applicable self-reviews), on January 1, 2018, your will automatically roll to the 2018/2019 recertification cycle. At this time you will be able to print out your updated validation certificate from your CEU Center. To do so, log into my.ahima.org and select "View Certificate" from your CEU Center.

The deadline for meeting recertification requirements without penalty, including entering your CEUs, is **March 31, 2018.**

You are required to report CEUs for the following credentials:

Date	Program Title/Activity	Program Type	Sponsor	HIIM Domain	Number of CEUs
				Total CEUs Earned	
				Total CEUs Required	

Affidavit:
I hereby verify the truth of the entries on this Continuing Education Report form. I affirm that I participated in continuing education activities and that the number of CEUs reported is correct. I will be able to supply supporting documentation verifying participation and summarizing content for the CEUs reported.

Signature: _____ Date: _____