



American Health Information Management Association (AHIMA)

2020 Renewal Guide for AHIMA-Approved ICD-10 Trainers

ICD-10-CM/PCS TRAINER CERTIFICATE

Designations

It is important to avoid confusion between certifications, credentials, accreditations, and certificates. No specific credential designation is associated with the trainer certificate. Therefore, certificate holders should exclusively use one of the following distinctions in describing their status verbally and in print:

- AHIMA Academy ICD-10-CM/PCS (or ICD-10-CM) Certificate Holder
- AHIMA-Approved ICD-10-CM/PCS (or ICD-10-CM) Trainer

Certificate holders may represent themselves in either of these two manners if their certificate is maintained according to AHIMA's requirements. Do not use the terms "certified" or "accredited" as the trainer designation is not a certification.

Acknowledgements on the AHIMA Website

All current AHIMA ICD-10 Trainers are recognized prominently on the AHIMA website at this [link](#).

CEUS FOR ICD-10 TRAINERS

Continuing Education Unit (CEU) offerings

Becoming an AHIMA-approved ICD-10 Trainer permits the opportunity to provide prior-approved CEUs. This means those who attend your training know your ICD-10 curriculum is approved by AHIMA. In order to issue prior-approved CEUs trainers must:

1. Be the designated or primary trainer of the education program
2. Use AHIMA curriculum and training materials (please refer to AHIMA's Copyright Guidelines)
3. Use AHIMA's approved CEU certificate (provided on the Engage Community)

Calculation of CEUs is based upon clock hours. 0.5 CEUs are given for every thirty (30) minutes of attendance or participation that is fixed in length. A session lasting 30 to 44 minutes is accepted for 0.5 CEU credits; a session lasting less than 30 minutes will not be accepted for CEU credit. CEU credit should be calculated according to the following method:

Session Length	CEU Credits
0–29 minutes (0–0.49 hours)	0 CEUs
20–44 minutes (0.50–0.74 hours)	0.5 CEUs
45–89 minutes (0.75–1.49 hours)	1 CEU
90–104 minutes (1.50–1.74 hours)	1.5 CEUs
105–149 minutes (1.75–2.49 hours)	2 CEUs
150–64 minutes (2.50–2.74 hours)	2.5 CEUs
165–209 minutes (2.75–3.49 hours)	3 CEUs

ICD-10 TRAINER CERTIFICATE RENEWAL

AHIMA ICD-10 Trainer Certificate Renewal

Through the expertise and dedication of AHIMA members, the AHIMA name represents the highest standards in coding subject matter knowledge in the industry. For this reason, the AHIMA-Approved ICD-10 Trainer Certificates will be held in high regard and with equally high expectations for thorough and current subject matter expertise.

Thus, the AHIMA ICD-10 Trainer Certificate is granted in a time-limited manner, with an option to renew. For the certificate holder to remain in good standing, the certificate must be renewed annually, prior to the annual December 31 expiration date stated on your certificate.

The certificate renewal process is staged around code updates released by The Centers for Medicare and Medicaid Services (CMS) and National Center for Health Statistics (NCHS). For each renewal period, specific learning outcomes will be defined, educational program(s) provided, and a self-review designed to evaluate attainment of the intended learning outcomes. While renewal is not mandatory, those who choose not to maintain their certificate in good standing will no longer be acknowledged on the AHIMA website and may not represent themselves as an AHIMA-Approved ICD-10 Trainer.

Renewal Phases

Detailed communication regarding the process for certificate renewal will be distributed once the initial certificate is earned. The certificate renewal fee includes access to the required learning activity, the self-review, new trainer materials, and an updated certificate. If the certificate is not renewed prior to the December 31 expiration date, a late fee will be added to the initial cost. CEUs earned as part of this required learning activity may be used to fulfill continuing education requirements for AHIMA credentials.

Please note: It is not mandatory to renew your AHIMA ICD-10 Trainer certificate; however, participation in AHIMA-sponsored programs to support, market, and facilitate end-user coder training by certificate holders will require an active AHIMA ICD-10 Trainer Certificate.

ICD-10 TRAINER CERTIFICATE REINSTATEMENT

ICD-10 Trainers who let their designation lapse now have an opportunity to reinstate their trainer designation for the 2020 renewal year. This process is open October 1, 2019 through September 30, 2020.

NETWORKING WITH YOUR ICD-10 TRAINER PEERS

Engage Community for AHIMA Members

An Engage community has been established for all ICD-10 Approved-Trainers who have successfully completed the renewal process. This is a private community, which means enrollment is initiated and controlled by AHIMA staff. AHIMA staff will serve as facilitators of this community. We encourage you to initiate and respond to discussion threads as a way to build the community.

USE OF MATERIALS

Protection by Copyright

All included materials, discounted materials, and their ancillary materials provided as part of the AHIMA trainer and program are protected by copyright and may not be reproduced or distributed on paper or electronically.

AHIMA is excited to provide a new portfolio of enhanced ICD-10 Trainer materials that will improve the trainer experience:

- 2020 Coder Training Manual (PDF download)
 - Trainers will receive the answer key with detailed rationale
 - Book available for purchase to train others
- Instructor PowerPoint slides

These materials are protected by AHIMA copyright and may not be reproduced without permission.

Use of AHIMA Press PowerPoint Slides and Materials

Permitted uses of PowerPoint slides:

- Individual, unedited slides may be excerpted from the deck
- Slides may be deleted from the deck
- Slides may be resequenced in the deck
- You may add your own material to the deck (remove the AHIMA credit line from your added content)

Non-permitted uses of PowerPoint slides:

- AHIMA copyright notice may not be removed and slides may not be otherwise re-branded
- AHIMA copyrighted slides may not be modified

Permission and license are required to:

- Print and redistribute AHIMA copyrighted materials, such as PowerPoint slides or online student materials, in whole or in part
- Incorporate any material (text or art) in products for sale or public distribution

Trainers are not permitted to:

- Obtain publication answer keys from AHIMA if they are not a verified instructor with a valid .edu e-mail address
- Redistribute or re-use AHIMA copyrighted materials (from books, webinars, PowerPoint slides, articles, or other) in any format without express written permission of AHIMA
- Print or photocopy AHIMA Press books or ancillaries for distribution

- Store or distribute materials in electronic format for access beyond the original purchaser (includes online training)

Permissions information/request form may be found at the following web address: <https://secure.ahima.org/publications/reprint/index.aspx>

CONTACT INFORMATION

E-mail: info@ahima.org

Phone: (312) 233-1100