



Name (Please print or type):		Cert. Expiration Date:	Selected for Audit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Preferred Mailing Address: (please circle one)    Home    Business				
City:		State:	Zip:	Country:
Telephone: Business (    ) Home (    ) Fax (    )		E-Mail:		
Renewing certification as: (Check all that apply) <input type="checkbox"/> CBET <input type="checkbox"/> CRES <input type="checkbox"/> CLES <input type="checkbox"/> CHTM <input type="checkbox"/> CQSM <input type="checkbox"/> CISS <input type="checkbox"/> CCE				
Year of Initial Certification:		Reporting Activities for the three-year period of:		

**All certification renewals and journals are due by December 31. If recertification documents and/or renewal payments are not received by December 31, you will be given a 90-day grace period. A \$100 reactivation fee will be added to all recertification payments submitted between January 1 and March 31 of the year following the expiration. Certifications will be revoked on April 1 if renewal and journal have not been received.**

**Instructions**

1. Complete the top portion of this form. It is ***your responsibility*** to notify us if you have a change of address. Do *not* depend on the U.S. Post Office to do this via returned mail. Failure to receive an invoice (*for any reason*) does *not* relieve you of your responsibility. Renewal is based upon triennial period and deadlines *always* fall on December 31<sup>st</sup> of your triennial cycle. *It is your responsibility to notify us* if you do *not* receive a renewal invoice prior to your certification expiration date.
2. Make sure you and your supervisor have signed the signature page.
3. Any of these journal forms may be photocopied.
4. Submit the completed journal, supporting documentation, and applicable fees via:
  - Email: [aci@aami.org](mailto:aci@aami.org)
  - Fax: (703) 783-0705
  - Mail: ACI, 901 N. Glebe Rd., Ste. 300, Arlington, VA 22203

For your inquiries regarding the process of your certification renewal, send your inquiry by email to [aci@aami.org](mailto:aci@aami.org) or contact us at (703) 525-4890.

**Please list your CEUs below:** Using the updated CEU guide on pages 5-6 of this document, please list the qualified hours you have earned during your three year cycle. Be sure to keep in mind that certain categories have a maximum and/or minimum number of CEUs that can be claimed. ACI requires at least 30 CEUs per cycle, regardless of the number of certifications held. **Documentation must be provided for each CEU claimed (i.e. Certificates of completion, transcripts, sign-in/sign-out sheets, etc.).**

Category	Activity	Date	Hours	CEUs
<b>TOTAL:</b>				

# Signature Page

Please note: the review of your journal will be delayed if any of the information required is missing.

I have included attachments documenting the proof of CEUs claimed on my journal.

## **Certificant's Section:**

I certify that the information contained herein is correct to the best of my knowledge.

Name of Certificant: \_\_\_\_\_  
Please Print

Signature of Certificant: \_\_\_\_\_ Date \_\_\_\_\_

## **Supervisor's Section:**

I have reviewed the activities listed and the documents presented with this journal.

Supervisor's Name: \_\_\_\_\_  
Please Print

Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Telephone: \_\_\_\_\_

Supervisor's E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

**Recertification Fees**

A. Recertification fees for AAMI members:

Primary Certification: CHTM, CCE, CBET, CRES, CLES, CISS, CQSM: \$100.00 -----

Additional Certifications: \$50.00 each -----

Leave of absence (retired status): \$25.00 -----

Reactivation (between January 1 and March 31 of the year after expiration): \$100.00 -----

B. Recertification fees for non-members:

Primary Certification: CHTM, CCE, CBET, CRES, CLES, CISS, CQSM: \$150.00 -----

Additional Certifications: \$75.00 each -----

Leave of absence: \$25.00 -----

Reactivation (between January 1 and March 31 of the year after expiration): \$100.00 -----

**Total Due:** \_\_\_\_\_

**Payment Method**

\_\_\_\_ Check enclosed. All payments must be made in US dollars. Make checks payable to AAMI.

Charge my: \_\_\_\_ VISA \_\_\_\_ MC \_\_\_\_ AMEX

Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**\*Note: This page is provided in the event that payment is being made without an invoice.**

## **ACI RECERTIFICATION CATEGORIES & CEU GUIDE**

### **Category I: Earn an additional HTM-related certification (maximum CEUs allowed in this category is 15)**

HTM related certifications including ACI certification programs (CBET, CRES, CHTM, CISS), and CCE	5 CEUs/certification
Healthcare-related Certifications (such as CHSP, CQSP, CMLT, dialysis certifications)	2 CEUs/certification
Technology-related Certification (such as A+, NET+, S+, MSCE, CET)	2 CEUs/certification
Business Certifications (such as CPM)	2 CEUs/certification

### **Category II: Leadership roles (maximum CEUs allowed in this category is 15)**

Paid or volunteer positions on HTM-related and healthcare committees, workgroups, or appointments (outside your position description) such as the following:	30+ hours per year: 4 CEUs
ACI Certification Board	Less than 30 hours per year: 2 CEUs
ACI Exam Committees (non-item writing committees)	
HTM Society Role	
Hospital Committee	
Hospital/healthcare association roles (such as AHA , ACHE)	
Engineering or technical association roles (such as ASHE, HIMSS, ASCP)	
Volunteer activities (missions)	

### **Category III: Development of educational content (maximum CEUs allowed in this category is 15)**

Write Items for ACI	5 items = 1 CEU
Write an opinion based article -published (minimum of 500+ words)	1 CEU
Write a peer-reviewed published article (minimum of 1,200-1,500 words)	3 CEUs
Write a published technical article (minimum of 1,200-1,500 words)	3 CEUs
Write book	1 chapter = 3 CEUs

### **Category IV: Professional Development (minimum CEUs needed in this category is 15 – No Maximum)**

Attending education class (such as AAMI course)	1 CEU per hour of attendance
Attending an in-service (documented), vendor presentation or vendor school	1 CEU per hour of attendance
Attending a webinar (live or recorded)	1 CEU per hour of attendance
HTM Conferences (seminars/sessions)	1 CEU per hour of attendance
Presenting a webinar	2 CEUs per hour of presentation
Teaching an education class/seminar	2 CEUs per hour of teaching
Presenting a technical paper	2 CEUs per hour of presentation
Courses indirectly related to HTM field (such as communication, management, accounting)	0.5 CEUs per hour of attendance

**Category V: College or university courses (maximum CEUs allowed in this category is 15)**

Courses must be directly related to obtaining an accredited degree (AA, BS, MBA, PHD, etc) and directly related to the HTM profession (included on the exam content outlines) to receive credit. Students must receive a grade of "C" or above and must supply a copy of their transcript as proof of attendance to submit college course.

Attending a course	1 CEU for 10 hours of class time
Teaching a course	3 CEUs for 10 hours of teaching time

**Category VI: Work experience (maximum CEUs allowed in this category is 6)**

Full-time employment (working in the HTM field)	1.5 CEUs per year
Part-time employment/Military Reserve Duty (working in the HTM field)	0.5 CEUs per year