

## 2017 ACI Continuing Education Units Program Application

Starting in 2017, ACI will be offering an opportunity for training courses with relevant HTM content to become pre-approved for CEUs. With over 4,000 certified individuals in need of constant professional development, being pre-approved will make your educational program more rewarding to them and future ACI certificants. If your course would benefit from ACI CEU pre-approval, please read the information below and submit the application on page 4-5 at ACI at [aci@aami.org](mailto:aci@aami.org) to have your program considered.

### Continuing Education Program Approval

Programs considered for ACI continuing education units must include training related to healthcare technology and the certification that is held.

### Continuing Education Provider Qualifications

Presenters should be proficient in subject areas being taught. This will be determined by ACI's review of the application content.

### Continuing Education Program Application Procedures

Complete the ACI CEU Program Application. A separate application should be completed for each course that an individual or organization wishes to offer ACI CEUs. Multiple course offerings with different presenters should include a description of each of the courses offered with the credentials of each of the presenters listed in the application. Course descriptions and learning objective must be included in the application and include the length of instructional time. Application must outline current education, experience, certifications, and licenses held by the presenting individual.

An application fee is assessed for each course, lecture, or program application submitted for ACI CEU approval (please see cost below). This fee is required prior to the ACI Board reviewing an application for continuing education units. If an application is approved, your program will be listed as an approved program for continuing education units on the ACI recertification webpage.

Length of course submitted	Cost per application
4 hours or less	\$50
4 hours to 8 hours	\$100
Over 8 hours	\$200

An original copy of all applicable program brochures showing dates, times, and session titles offered must accompany each application. If you wish to include the 'ACI Pre-Approved CEU' logo with your marketing brochures and advertising, contact an ACI representative via email at [aci@aami.org](mailto:aci@aami.org).

If approved, a specific number of CEUs will be awarded. CEU value is dependent upon the amount of time a participant shall spend in the actual lecture/learning environment. The approved course will be listed on an ACI webpage of pre-approved courses with a direct link to the provided webpage.

## **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, CLES, CHTM, CQSM, 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 certification exams	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 a 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 CEU per hour of presentation
Teaching an education class/seminar	2 CEU per hour of teaching
Presenting a technical paper	2 CEU per hour of presentation
Courses indirectly related to HTM field (such as communication, management, accounting)	0.5 CEU 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 CEU 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 CEU per year
Part-time employment/Military Reserve Duty (working in the HTM field)	0.5 CEUs per year

**Class Approval**

Classes that are approved by ACI will be issued a class number and number of CEUs. Providers should provide students a certificate that includes their name, title of class, course number, date of class, total contact hours (length of course), signature of presenter.

**Renewal**

Approval that is granted by ACI is valid for one year from the date of the first event. The class may be presented multiple times throughout the one year time frame for no additional charge as long as no significant change to the class is made. After expiration of the one year time period, a new application and fee must be submitted to ACI for review. Past acceptance of a class for CEUs does not guarantee future acceptance.

**Contact Information**

1. Name of individual or organization applying for ACI CEU approval:

\_\_\_\_\_

2. Name of official contact person for event:

\_\_\_\_\_

3. Mailing address and phone # for contact person:

Street \_\_\_\_\_ Suite/Apt.# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone ( ) \_\_\_\_\_ E-mail \_\_\_\_\_ Web site \_\_\_\_\_

**Course Information**

1. Title of course for which you are submitting CEU approval:

\_\_\_\_\_

2. Location(s) the course will be held (Facility, City, State, Zip):

\_\_\_\_\_

3. Date(s) of the activity/course: \_\_\_\_\_

4. Enter the category and area (see pages 2 &3) your activity/course falls:

\_\_\_\_\_

5. Briefly describe the activity/course objectives for which you are submitting for ACI CEU approval. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Who is the target audience for your event? \_\_\_\_\_

\_\_\_\_\_

7. Upon completion of the program students will be able to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Amount of contact hours each participant shall spend in actual lecture, excluding breaks: \_\_\_\_\_

**Instructor Qualifications**

1. Credentials of presenter (Education, experience, certifications, licenses, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Previous presentation experience  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submission Checklist:**

- Completed an application for each course/lecture/topic submitting for CEU approval status.
- Attached all applicable program brochures showing event description, date, time, and session titles.

**Submission Methods:**

**Mail:** ACI - 4301 N. Fairfax Drive, Suite 301, Arlington, VA 22203-1633  
**Emai:** [aci@aami.org](mailto:aci@aami.org)  
**Fax:** (703) 525-1424

<p><b>Payment Method</b></p> <p>\$ _____ payment total</p> <p><input type="checkbox"/> Check enclosed. All payments must be made in US dollars. Make checks payable to <b>AAMI</b>.</p> <p>Charge my:    <input type="checkbox"/> VISA    <input type="checkbox"/> MC    <input type="checkbox"/> AMEX</p> <p>Card #: _____</p> <p>Exp. Date: _____</p> <p>Signature: _____</p>
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