

Continuing Education Approval Process

CHIME offers non-CHIME CEU approved credits for the Certified Healthcare CIO (CHCIO) Program, the Certified Healthcare Information Security Leader (CHISL) Program, and the CHIME Foundation Certified Healthcare Executive (CFCHE) Program. Approval does not constitute endorsement of the product or program. The program sponsor is responsible for maintaining the quality of the event and materials as was approved during the initial approval process.

Approval Process:

- Sponsors of events must complete the [CHIME Event Approval Form](#) found on the CHIME website (under Certification)
- Submissions will need to have a complete agenda attached
 - Agendas need to contain session descriptions, presenter bios, and dates and times of the individual sessions
- Submissions will receive a follow up within 72 hours
 - Approval will include approved credit and pricing, approval language and Program logo(s) for use on promotional materials, and invoice based on pricing model:
 - \$10 per CEU for CHIME Foundation members
 - \$25 per CEU for non-CHIME Providers

Upon Approval:

Once an event has been approved, the following will need to be submitted:

- Promotional material with CHIME approval information (i.e. brochure, weblink to approval page)
- Completed payment invoice (must be submitted within 60 days from receipt)

In the event of any changes made to the program or speakers, CHIME should be notified for a final audit.

Following Event:

Once event has passed, a final attendee report should be submitted. This is to verify attendance by members to validate credits earned.

- Include: first name, last name, title, organization, email address, credits earned (if different from overall event credit)

For further questions/submissions, please email certification@chimecentral.org.

Thank you for considering CHIME for your event!