

## Step-by-Step Guide to Submission of Continuing Education Hours for Recertification

- 1) Go to HIMSS website [here](#) and sign in.



### Welcome

Please sign in or create an account.

#### Sign In

Email or User Name:\*

Password:\*

Remember me

**Sign In**

[Forgot Password?](#) [Forgot Username?](#)

Please contact [help@himss.org](mailto:help@himss.org), our IT Help Desk if you need further assistance with login.

### Welcome

Please sign in or create an account.

#### Sign In

Email or User Name:\*

Password:\*

Remember me

**Sign In**

[Forgot Password?](#) [Forgot Username?](#)

#### Create an Account

To register for events and become a HIMSS member, create an account.

Don't have an account? Set up one now—it takes just a few minutes.

**Create Now**

- 2) Once you are in your “My Info” page on the left-hand side you will see a menu. At the bottom of the menu click on “Transcripts CE Hours”.

- 3) Click on “+ Add CE Hours”.

**Instructions:**

Click Submit to complete recertification. You will be able to actually submit starting 6 months before end date when you meet the Recertification Requirements.

Active Certifications for Test

★ Certification: CAHIMS Current Certification Period: (Feb 15, 2024 - Feb 14, 2027) All CEs must be obtained and entered during your current certification period. [Generate Certificate](#)

Recertification CE Hours

HIMSS	Others	Total
0	0	0

CE Hours: [+ Add CE Hours](#)

Name	Credit Date	Number Of Credits	Program Title	Activity Type	Education Provider

**4) Fill out the required information and click "Save".**

For more information on how to complete these requirements refer to our [Continuing Education Activities page](#) or our [Certification Renewal and Maintenance page](#). Please remember to add and categorize your ethics CEs under the correct "Activity Type" of "Ethics".

**5) You may "Edit" or "Delete" existing transcripts (continuing education hours) by clicking on the arrow located on the far right of the transcript.**

Instructions:

Click Submit to complete recertification. You will be able to actually submit starting 6 months before end date when you meet the Recertification Requirements.

Active Certifications for Test

★ Certification: CAHIMS Current Certification Period: (Feb 15, 2024 - Feb 14, 2027) All CEs must be obtained and entered during your current certification period. Generate Certificate

Well done! You have earned enough CEs to get yourself recertified. You'll be able to submit the transcripts starting on Aug 14, 2026 through May 15, 2027.

Recertification CE Hours

HIMSS	Others	Total
48	0	48

⊕ CE Hours: + Add CE Hours

Name	Credit Date	Number Of Credits	Program Title	Activity Type	Education Provider	
1 CH-454445	2024-03-01	44	HIMSS Test	Academic Credits	HIMSS	<div style="border: 1px solid #ccc; padding: 2px;"> <span style="background-color: #ffc107; padding: 2px 5px;">Edit</span>  <span style="background-color: #dc3545; color: white; padding: 2px 5px;">Delete</span> </div>
2 CH-454446	2024-03-04	4	Ethics Test	Ethics	HIMSS	

- 6) When you have met the requirements, the “Submit” green button will become available. Click on “Submit”. Please note that you are not able to submit transcripts until six-months prior to your recertification date. Until within this timeframe, the “Submit” button will be unavailable.

Instructions:

Click Submit to complete recertification. You will be able to actually submit starting 6 months before end date when you meet the Recertification Requirements.

Active Certifications for

★ Certification: CPHIMS Current Certification Period: (Jun 11, 2021 - Jun 30, 2024) All CEs must be obtained and entered during your current certification period.

Well done! You have earned enough CEs to get yourself recertified. You'll be able to submit the transcripts starting on Dec 31, 2023 through Sep 28, 2024.

Recertification CE Hours

HIMSS	Others	Total
49	0	49

CE Hours:

Name	Credit Date	Number Of Credits	Program Title	Activity Type	Education Provider
1 CH-454450	2024-02-26	45	HIMSS TEST	Academic Credits	HIMSS
2 CH-454451	2024-02-26	4	Ethics Test	Ethics	HIMSS

- 7) Authenticate and Attest.

By Submitting this claim I attest that the information I have provided is correct. I understand that any misrepresentation or incorrect information provided may result in disciplinary action, including the suspension or revocation of my certificate/credential.

- 8) Click “Pay Now” to complete payment.

Please pay the required recertification fee.

- 9) Enter and fill out payment information then click on “Process Payment”. If necessary, you may enter a new “Billing Address” by clicking on “+ Create Address”.

Shopping Cart Checkout

1. Choose a Payment Method

**Credit Card**

PayPal

By clicking the "Process Payment" button, you agree to the HIMSS terms and conditions of this purchase.

\* Card Holder Name

\* Card Number \* CVV

\* Exp Month \* Exp Year

01 2024

Would you like to save this payment method for future use?

**Billing Address**

+ Create Address

Address is optional.

Process Payment

**Order Summary**



Discount Code

Apply

Items (2): USD 289.00

**Due at Checkout: USD 289.00**

**Shopping Cart**

	CPHIMS Certification	Free
	Plan: Certification 3 Year Plan	
	Quantity: 1	
	Price: Free	
	CPHIMS Recertification fee	USD 289.00
	Quantity: 1	
	Price: USD 389.00	

- 10) Once payment is complete, you will see the following message: Click on “View Receipt” to access your receipt.



## Payment Successful

Your payment of **USD 289.00** was successfully completed.

[View Receipt](#)