CERTIFIED HEALTH INFORMATICIAN AUSTRALASIA™

Recertification and Continuing Professional Development Guide

Recertification and Continuing Professional Development Guide
Edition 2.0
May 2022

Recertification and Continuing Professional Development Guide

Version 2.0

May 2022

Document Management			
Version	**Date Created**	**Author**	**Nature of edits**
1.0	20 February 2017	L Schaper	Formatting for public release & clarification on 'other organisations' for earning CPD points
1.1	5 September 2017	K Barbuto	New category of qualifying CPD activities. New subcategory for category 3. New instructions for maintaining a cloud-based CPD journal.
1.2	2 November 2017	K Barbuto	Addition of subcategory to 5 and 6.
1.3	13 December 2017	K Barbuto	Clarification of contact hour
1.4	7 February 2018	K Barbuto	Updated the reminder timeframes
1.5	29 March 2018	K Barbuto	Updated category 1
1.6	10 April 2018	K Barbuto	Clarification of category 2
1.7	28 February 2019	D McCormick	Update Categories of qualifying CPD activities, add new category 8, add examples of CPD activities and extension requirements and remove inaugural CHIA recertification exception as this has passed
1.8	23 February 2020	L Schaper	Update for launch of AIDH (impacts references to HISA and ACHI only)
1.9	30 September 2020	D McNeile McCormick CHIA Examination Committee	Update governance changes, and Category 4 to include a sixth earning option
2.0	26 August 2021	J Bichel-Findlay, David O'Driscoll, Kerryn Butler-Henderson	Review of all categories in response to areas of interpretation, including review of the entire document. Updates to align with updates to the Australian Health Informatics Competency Framework (AHICF) V2.0

The processes around CHIA recertification are determined by the CHIA Examination Committee. This Recertification Guide was produced for the CHIA community. Any future changes will be determined by the Examination Committee and new versions of this Guide will be produced as a consequence.

Table of Contents

Terms and Abbreviations

Terms

The term *health informatics* used throughout this Guide refers to *digital health or health informatics*.

Abbreviations

These are the acronyms and initialisms that are used throughout this Guide.

Abbreviation	Full form
AHICF	Health Informatics Competency Framework
AIDH	Australasian Institute of Digital Health
AMIA	American Medical Informatics Association
AQF	Australian Qualifications Framework [1]
CHIA	Certified Health Informatician Australasia
CPD	Continuing Professional Development
EC	Examination Committee
HIKM	Health Information and Knowledge Management
HIMAA	Health Information Managers Association of Australia
HIMSS	Healthcare Information and Management Systems Society
HiNZ	Health Informatics New Zealand
ICT	Information and Communications Technologies
IMIA	International Medical Informatics Association
MOOC	Massive Open Online Course
TOGAF	The Open Group Architecture Framework

---

[1] Information on AQF levels can be found in the Australian Qualifications Framework (https://www.aqf.edu.au/)

1   Purpose

The Certified Health Informatician Australasia (CHIA) Recertification program ensures that certified professionals demonstrate continued CHIA competence by:

- completing learning and development activities that update healthcare informatics knowledge and skills aligned to the Australian Health Informatics Competency Framework (AHICF), and

- earning the required number of continuing professional development (CPD) points across the CHIA content domains.

This CHIA Recertification and Continuing Professional Development Guide (herein referred to as the Guide), developed by the CHIA Examination Committee (EC), outlines the intent and processes to retain the currency of CHIA certification and should be read in conjunction with the AHICF.

2   CHIA Practitioner Definition

The CHIA is an individual who has demonstrated broad expertise in, knowledge of, and the ability to apply health informatics principles, concepts, methods, and skills. The certification covers a wide range of topics, with 53 competencies across six domains of expertise considered essential to a health informatician in Australasia.

CHIA is a unique credentialing program that formally recognises the knowledge of those working in health informatics upon successfully completing an examination that tests the knowledge identified in the AHICF.

Health informaticians work in collaboration with healthcare sector stakeholders and healthcare services professionals to improve the quality of clinical care, patient safety, productivity, and health outcomes through:

- fostering and facilitating the best practice application and use of information and communications technologies (ICT)

- designing, developing, adopting, managing and supporting robust fit-for-purpose ICT solutions which leverage value for consumers, clinicians and the business

- participating in decision making focused on leveraging ICT as an enabler for innovation and improving service delivery models, whilst also lowering service delivery risks

- promoting and assisting with the incorporation and maintenance of ethical policies, principles, guidelines and practices for the capture, collection, validation, storage, management, analysis, reporting, dissemination and exchange of data and information; and

- promoting and assisting with the incorporation and maintenance of appropriate and consistent standards for all aspects of ICT, data and information

3 Recertification Process

Recertification must be completed every three years to maintain your CHIA certification, and is achieved through:

- CPD activities, or
- resitting and passing the CHIA Examination.

3.1 Recertification through CPD

To keep your CHIA current via CPD activities, you are required to:

1. obtain **60 CPD points** during your three-year recertification cycle by participating in professionaleducation activities.

2. **document** your activities in the CPD Journal.

3. submit your *CPD Journal* to the CHIA Program ideally **eight (8) weeks before the Expiry of Credential date** to allow time for your application to be processed prior to your certification expiring. You will be sent four reminders – at 24, 12, six, and one month prior to expiry of your certification.

4. **pay your recertification fee** online before your Expiry of Credential date.

For example:

Date CHIA Certification Awarded (as per your CPD Journal)	Date of Expiry of Credential (as per your CPD Journal)	Recertification application due 8 weeks prior to expiry
15 March 2020	15 March 2023	15 January 2023
4 June 2021	4 June 2024	4 April 2024

3.2 Recertification through resitting the CHIA examination

If you do not have enough points to recertify via CPD activities, you can resit the CHIA examination to recertify. To arrange this, you will need to:

1. **contact the CHIA Program** to arrange your enrolment into the examination to complete your recertification.

2. **enrol in your recertification resit** and pay the recertification fee.

3. **successfully complete the examination** within 90 days.

Note: you must pass the examination to recertify, and you are provided two examination attempts with your resit enrolment.

4   Points Allocation Framework

4.1   Source of CPD points

Of the 60 CPD points earned within the three-year certification period, a **minimum** of 50% of CPD points must be earned through relevant AIDH or HIMAA activities and a **maximum** of 50% of CPD points can be obtained from activities from other providers. Activities offered by AIDH or HIMAA are specifically designed to align to the AHICF and therefore support ongoing professional development in health informatics.

Credential	Total Number of CPD points Required	AIDH or HIMAA activities	Other Providers
CHIA	60 CPD points	Minimum of 30 (50%)	Maximum of 30 (50%)

Over time, the CHIA Program will build a list of CHIA-endorsed organisations and CPD activities and these will be published on the CHIA website. CHIAs are encouraged to promote the opportunity to earn CHIA CPD points with other organisations that may not be aware of the program.

4.2   Calculation of CPD points

Calculation of CPD points is based upon clock hours, with CPD points awarded for each 60 minutes of participation.

Fractional parts of an activity will be considered for partial credit points. The calculation can be defined as the number of minutes engaged in relevant activity divided by 60, or the relevant point allocation for that activity.

For example:

Minutes of Education	30 Minutes	60 Minutes	90 Minutes
Eligible CPD points	0.5	1.0	1.5
Hours of Content Development	40 Hours	100 Hours	150 Hours
Eligible CPD points	4.0	10	15
Years of Professional Service	6 Months	1 Year	3 Years
Eligible CPD points	2.5	5	15

The number of CPD points awarded per hour depends on the activity being undertaken. Further clarification of the points earned per hour is provided in Section 5.1 of this document.

4.3   Spread across competency domains

Applicants are required to demonstrate knowledge advancement in the field of health informatics. It is **strongly encouraged** that you include activities from the six domains, as this will provide a broader knowledge base in line with the AHICF.

5 Qualifying CPD Activities

5.1 Qualifying CPD categories

CHIA recognises eight categories of CPD activities:

1. Attendance at Educational Events
2. Completion of Academic and Vocational Education
3. Content Delivery Preparation
4. Publication, Research, or Content Development
5. Professional Service
6. CHIA Examination Question Writing
7. Reviewing Publications
8. Reading of Articles and Journals

5.2 Employment role activities

CPD systems address lifelong learning and improvement of your knowledge and skills, with activities addressing the **form** not the **function**. Activities that are completed within the normal parameters of an individual's position description or business responsibilities are eligible for CPD point accrual in Categories 3 and 4, provided personal knowledge advancement aligned to the AHICF can be demonstrated.

Activities that require topic researching and/or literature analysis would qualify, such as:

- preparation of procedure, policy, or administrative manuals
- preparation for accreditation and licensure surveys
- development of published materials and/or presentations as a direct part of an individual's employment
- instructing or teaching a class
- instructing or teaching an internal workshop for colleagues
- summarising articles or video
- development of employee and staff training materials

Activities that do not require preparatory content reading, and therefore cannot accrue CPD points include:

- attendance at staff meetings
- participation in clinical grand rounds
- participation in accreditation and licensure surveys
- conducting tours
- participation in career day activities
- attending social events
- exhibiting at a conference/event

5.3 Qualifying CPD points for each category

To facilitate CPD point accrual across the categories, all except Category 1 are capped. Capping refers to maximum accrual of CPD points per category within your recertification cycle. Category 1 is uncapped because it addresses participation in educational events.

Examples of relevant activities within each category follow.

Category 1: Attendance at Educational Events	CPD Points
Category 1 is uncapped	
Educational events include conferences, seminars, workshops, webinars, podcasts, and vodcasts.	1 CPD point per hour (or part thereof)
⚑ A vendor-specific event is not eligible, as it focuses on specific information rather than addressing the body of health informatics knowledge	
Audit: If your recertification application is selected for an audit, you will be required to submit supporting documents such as a copy of the completion certificate(s) showing the date(s), title, number of continuing professional development points, hosting organisation etc.	

Category 2: Completion of Academic and Vocational Education	CPD Points
Category 2 is capped, see below sub-categories for capping	
Successful completion of formal education programs of study: 1. Post-secondary vocational or university subjects, Massive Open Online Courses (MOOCs), online courses, short courses, or subjects offered by private registered training providers. Subjects taken in pursuit of health informatics vocational (AQF Level 4-5), undergraduate (AQF Levels 6-7), or postgraduate (AQF Levels 8-10) programs are included, provided all coursework and final examinations are completed by the recertification cycle end date.	1.5 CPD point per contact hour, **capped at 20 CPD points** during the 3-year recertification cycle
2. Relevant non-credit adult education subjects, including attendance at a college or university, enrolment in a MOOC, or other private registered training providers, without completing necessary requirements for full formal credit. Subjects must be completed by the recertification cycle end date.	1 CPD point per contact hour, **capped at 10 CPD points** during the 3-year recertification cycle
3. Relevant subjects or courses not specific to health informatics, but where the learnings can be applied to health informatics (for example Prince2, TOGAF, agile data analytics, data visualisation, post-secondary subject, or non-credit adult education subject). Subject or course must be completed by the recertification cycle end date.	0.5 CPD point per contact hour, **capped at 10 CPD points** during the 3-year recertification cycle
Audit: If your recertification application is selected for an audit, you will be required to submit supporting documents such as transcript(s) showing the number of academic credits, hosting organisation etc. For face-to-face courses, a contact hour is defined as time spent in a classroom. For online courses, a contact hour is defined as half of the advertised studying hours. For example, if an online course advertises as 10 hours per week, then this would equate to around 3-5 contact hours per week.	

Category 3: Content Delivery Preparation	CPD Points
Category 3 is capped at 20 CPD points	
Preparing for the delivery of new content to an audience:	
1. Speaker at an educational program (conference, seminar, workshop, and virtual delivery mechanism such as webinar, podcast, and vodcast)	1 CPD point per 15 minutes of podium time
2. Panel participant or Chair of a panel for an educational program (conference, seminar, workshop, and virtual delivery mechanism such as webinar, podcast, and vodcast)	1 CPD point per 60 minutes of podium time
3. Guest lecturer for a vocational/university course	1 CPD point per 15 minutes of podium time
4. Presenter of a poster at an education program	1 CPD point per poster
Activities undertaken within your employment role are eligible for CPD point accrual in this category provided personal knowledge advancement can be demonstrated.	

- A Repeating a presentation to a new audience is not eligible, as your personal knowledge would not have been enhanced by delivering the same content.
- Delivering a sales pitch for a technology solution is not eligible, as your personal knowledge would not have been enhanced through preparing for the presentation.
- Chairing a conference session (except for 3.2 above) is not eligible, as it does not require any pre-reading or contribution to a discourse on health informatics during the session.
- Chairing a workshop session (except for 3.2 above) is only eligible if your responsibility included researching the topic area so that planned activities for participants focus on analysis of content. If the topic area did not require researching in preparing for the workshop session, no CPD points can be awarded.
- It is recommended that a statement be provided in the CPD Journal that summarises the major learning achieved whilst preparing for the delivery of the content.

Audit: If your recertification application is selected for an audit, you will be required to submit supporting documents such as a copy of the presentation outline, abstract, email accepting your abstract or inviting you to speak, and evidence that you actually presented the topic e.g. thank you letter on official letterhead, social media feed, photograph.

Category 4: Publication, Research, or Content Development	CPD Points
Category 4 is capped at 20 CPD points	
The development and publication of original work or the development of educational resources, reproduced by written or electronic means for general dissemination to expand the body of knowledge:	
1. Author or co-author of a text	20 CPD points
2. Editor or co-editor of a text	15 CPD points
3. Author or co-author of a text chapter	5 CPD points
4. Author or co-author of an article published in a peer-reviewed journal related	5 CPD points
5. Author of a theme-specific document, such as a whitepaper or report, published by an industry body, academic organisation, or government department/agency	3 CPD points
6. Article or blog published in a professional industry publication.	0.5 CPD points
7. Primary author of content used in any formal education program	10 CPD points for 100 hours of content development (or part thereof)
Activities undertaken within your employment role are eligible for CPD point accrual in this category provided personal knowledge advancement can be demonstrated.	
⚑ Maintaining an individual blog is not eligible, as there is no requirement to adhere to currency, accuracy, or alignment to the AHICF.	
Audit: If your recertification application is selected for an audit, you will be required to submit supporting documents such as a copy of the table of contents or other applicable content with the title, publication date and your name, contract or confirmation of engaged hours to develop content.	

Category 5: Professional Service	CPD Points
Category 5 is capped, see below sub-categories for capping	
1. Complete one or more years of active volunteer service during your recertification cycle with an international, national, state, or local related professional organisation/society where the service is related to health informatics. Accepted volunteer activities include boards of directors, committees, work groups, task forces (unless required as part of work responsibilities), and mentoring.	5 CPD points for each year of service (or part thereof), **capped at 15 CPD points** during the 3-year recertification cycle
2. Participate in the CHIA EC Bootcamp (attendance must be for the full duration)	10 CPD points for each bootcamp, **capped at 30 CPD points** during the 3-year recertification cycle
Audit: If your recertification application is selected for an audit, you must submit the official description of your volunteer duties, a detailed description of 500 words or less, describing the impact of this service on your ability to obtain new knowledge in health informatics. In addition, you will be required to provide supporting documentation of your volunteer service: e.g. a copy of the official email or other documents from the organisation attesting to your service and the dates of the service.	

Category 6: CHIA Examination Question Writing	CPD Points
Category 6 is capped at 10 CPD points	
Individuals who are interested in writing questions for the CHIA Examination can submit your interest by completing this online form. The CHIA Program will supply you with material to guide question development and you will be asked to submit the preliminary question(s) for consideration by the CHIA EC. Based on the quality of the question(s), the EC will determine how many CPD points can be allocated to the Examination question(s).	Up to 2 CPD points per EC approved question
For Example: *If the question is well written and requires minimal to no changes to the question stem or multiple-choice answers, the question would be worth 2 CPD points* *If the question requires changes to less than 50% of the question stem or multiple-choice answers, the question would be worth 1 CPD point* *If the question requires changes more than 50% of the question stem or multiple-choice answers, the question would be worth less than 1 CPD point and scaled down based on the amount of changes*	
Audit: If your recertification application is selected for an audit, you must submit the official email from CHIA acknowledging your participation and the number of CPD points earned and the date earned.	

Category 7: Reviewing Publications	CPD Points
Category 7 is capped at 10 CPD points	
The reviewing and examination of original work, reproduced by written or electronic means for review by experts in preparation for conference presentation, journal publication, or thesis grading.	
1. Reviewer for conference submissions, both abstracts and/or full papers, organised by AIDH, HIMAA, HiNZ, IMIA Medical Informatics Europe, HIKM, HIMSS, AMIA, and so on	0.5 points per conference per year, a maximum of two conferences can be claimed, per year
2. Reviewer for health informatics journal publications.	1 point for reviewer
3. Editorial Reviewer for a health informatics journal.	1.5 point for reviewer
4. Review of Master's or Doctoral thesis.	2 points per thesis
Audit: If your recertification application is selected for an audit, you will be required to submit supporting documents such as an email confirming your role as a reviewer.	

Category 8: Reading of Articles and Journals	CPD Points
Category 8 is capped at 5 CPD points	
Reading of relevant articles and journals where the content of an article is relevant to health informatics, and a brief reflection of knowledge expansion resulting from the reading.	0.25 points per article, a maximum of 5 CPD points can be claimed, per 3-year cycle
⚑ The CPD Journal has the necessary columns for this documentation. The journal citation should be entered into the ACTIVITY/NAME column and a brief outline of your reflection of the publication should be entered in the DESCRIPTION/SYNOPSIS column.	
Audit: If your recertification application is selected for an audit, you will be required to submit supporting documents such as an email, or link confirming your reading activities.	

5.4   Relevance and linkage of activities

CPD points must be **relevant** to the competency statements in the AHICF to be eligible for continuing professional development credit. The process is self-directed, driven by the CHIA and not the employer, and includes both formal and informal learning.

It is the responsibility of the applicant to clearly identify the **linkage** to health informatics and the competency statement for the identified categories of CPD activities.

Activities must **relate** to health informatics knowledge, and not generic health knowledge. Attending a two-hour public health seminar that focused on participants identifying challenges in their individual research studies would not relate to health informatics knowledge, however a seminar focussing on how to select appropriate epidemiological approaches for qualitative research would relate. Authoring a text chapter on project management would not relate to health informatics, however a text chapter addressing project management during a clinical information system implementation would relate.

Applicants are **responsible** for demonstrating a clear alignment of the information in the CPD Journal to health informatics knowledge. If the title of the activity in the **Activity Name column** does not clearly identify alignment, such as Webinar – How will we recognise the new normal in a post-pandemic era, the applicant should elaborate on the alignment in the **Description/Synopsis column**, such as Four speakers discussed the prominence of telehealth and digital applications during the pandemic, and how they will continue to feature in the delivery of healthcare with changes to federal government reimbursement structures.

Where an activity encompasses many speakers or presenters, points will only be awarded for those parts of the event that align with the AHICF competency statements.

6   Maintaining your CHIA Credential

Health informatics is a dynamic field and maintaining the currency of health informatics knowledge is as important as gaining it in the first place. Accordingly, the CHIA credential holds for a three-year period only, after which it is either renewed or it lapses.
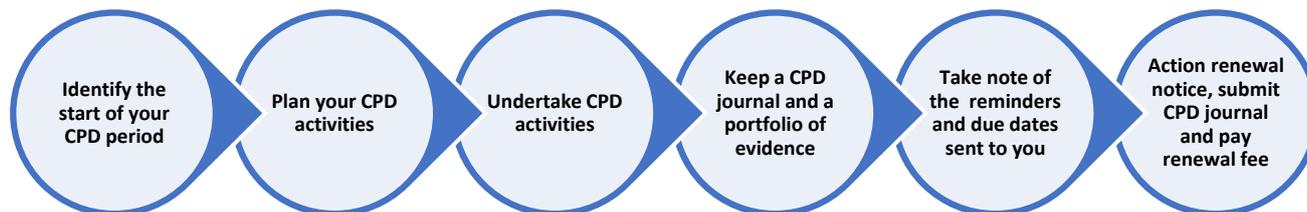
6.1   The benefits of CHIA renewal

- Return on investment from the high value of being a CHIA
- Professional prestige helps you remain competitive in a tough job market
- Demonstration of your ongoing commitment and competence in health informatics
- The growth and support of CHIA by individuals benefits the profession and industry as a whole through recognition of the health informatics profession
- Networking opportunities with your peers who share your level of expertise
- Continue to use your certification credentials – without recertification, you must cease to use your CHIA credential after your expiration date
- Avoid needing to resit the CHIA Examination (failure to renew by your expiration date will require re-sitting the CHIA Examination to maintain your CHIA credential)

6.2   The benefits of engaging in CPD activities

Engaging in CPD activities encourages the CHIA to:

- manage their own scholarship and growth through independent lifelong learning
- improve and broaden relevant and current knowledge, expertise and competence
- maintain and develop skills to perform as effectively as possible in a variety of roles
- identify knowledge gaps through proactive learning that require resolution
- keep pace with other colleagues in the profession
- increase interest and engagement in work activities
- access research-led insights to influence change, inspire action, and challenge the status quo
- ensure they practise safely and legally in line with changing policies and legislation
- engage in activities that provide opportunities to speak and network with experts in the profession
- enhance public confidence and career opportunities
- advance the body of knowledge within the profession.

7   How to Renew

| Identify the start of your CPD period | → | Plan your CPD activities | → | Undertake CPD activities | → | Keep a CPD journal and a portfolio of evidence | → | Take note of the reminders and due dates sent to you | → | Action renewal notice, submit CPD journal and pay renewal fee |

7.1   Recording your CPD points

CHIAs are encouraged to plan ahead for their self-development and to reflect upon how each CPD activity strengthens their development in the six AHICF domains. More detailed information on the AHICF can be found on the CHIA website.

CHIAs must keep their own CPD record capturing the information provided. A template in Excel is available for your use and can be downloaded from the CHIA website. A copy of this CPD Journal must be submitted as evidence of having undertaken the requisite amount of relevant CPD activity. Further documentation may be requested to validate the journal entries.

We are investigating options to enable this recording to be fully electronic/online. When an appropriate tool is identified, you will be notified.

7.2   Reporting your CPD points

You may report your CPD points to CHIA as early as six months prior to your expiry of credential date. You will receive instructions via email from the CHIA Program.

Failure to report your CPD points by the expiry of credential date will revoke your CHIA status. You will receive instructions via email from the CHIA Program.

7.3   Recertification fee

AIDH Member Fee[2] - $175; Non-Member Fee - $250

7.4   Reinstatement of credential

Individuals whose credential has been revoked or expired may only be reinstated through resitting and passing the CHIA Examination.

8   Audits

A percentage of recertification applications are randomly selected for audit each year. Individuals selected for audits will be notified via email. If you are selected for audit, you will be required to provide documented proof [3] of all CPD activity reported on the CHIA Recertification Form within 30 days of notification. If you are unable to provide documented proof within 30 days, your certification will be considered revoked.

If all documents are complete and the appropriate number of CPD points is accounted, you will be notified that your recertification is valid and will be issued an updated certificate within two weeks of your notification of validity. If it is determined that some CPD points are not applicable, you may be granted additional time to submit or earn additional replacement CPD points.

---

[2] Applicable membership categories for AIDH - FAIDH, AFAIDH, Individual, Organisational Nominee, Honorary

[3] Documented proof will be via email or upload online. You will be notified by the CHIA Program of the process at the time.

9   Extensions and Waivers

9.1   Waiver of CPD requirements

The CHIA EC may for good cause waive or reduce the CPD requirement. Individuals may request a temporary waiver by submitting a written request to the CHIA Examination Committee for consideration. A Temporary Waiver may waive or reduce your recertification requirement due to extenuating circumstances and/or hardships (for example, financial hardship, illness, unforeseen circumstances, and natural catastrophes).

9.2   Extensions for completion of CPD requirements

The CHIA EC may grant an extension of time to complete the number of CPD points required for a recertification cycle. An extension of time shall not relieve the individual of the responsibility for completion of the CPD requirements. Individuals may request an extension by submitting a written request to the CHIA EC for consideration.

Extensions may be given for additional time beyond the three years but are limited to circumstances surrounding extended parental leave or carer responsibilities or extended unforeseen illness. The duration of the extension will be limited and will be considered in association with how many points you have managed to obtain and what the circumstances are.

Requests for waivers or extensions must be made **no less than three months prior** to your scheduled recertification date.

Requests for waivers or extensions should be sent to: certification@digitalhealth.org.au

10 Frequently Asked Questions

Q1. How can I earn CPD points?

AIDH and HIMAA offer many opportunities to earn CPD points through conferences, meetings, events, webinars, and other activities that qualify for CPD points. Look for the CHIA CPD logo on the relevant schedule of events.

Q2. Why should I keep my CHIA current?

You've done the hard yards by studying for and successfully passing the CHIA Examination. Don't let your success be short-lived. Continuing professional development is important because it assures you continue to be competent as a health informatician, especially given the rapid pace of change of technology and digital health innovation.

Plus, without recertification you must cease to use your CHIA credential after your expiration date. As long as you don't let your credential lapse, you will avoid needing to resit the CHIA Examination. Failure to renew by your expiration date will require resitting the CHIA Examination to reinstate your CHIA credential.

Q3. Can I use CPD points earned through organisations other than HIMAA and AIDH?

Yes. The CHIA EC will accept CPD points earned through other organisations provided they are valid CPD activities and are relevant to health informatics.

Q4. What are some examples of how I can earn CHIA recertification points by CPD activity?

CPD Category	Provider / Source	Activity Description	CPD Points
1. Event Participation	AIDH	Australian Telehealth Conference – attended both days	12
3. Presentations	HIMAA conference	Guest speaker on information management in aged care provision (60 minutes)	4
4. Publications and/or Research	AMIA	Authored an article published in JAMIA on the use of health ICT to manage medications in a primary care setting	5
1. Event Participation	AIDH	Attended a two-hour seminar on the fundamental elements of clinical decision support systems	2

Q5. How can I find out how many CPD points I have earned so far?

Individuals must track their own CPD points earned during a CPD cycle. The CHIA Program does not track your participation in professional development activities.

Q6. When do I renew?

Your CHIA credential must be renewed every three years. The CHIA Program will contact you to request your confirmation of completion of the necessary CPD points and payment of renewal fees. We will send you reminders at 24, 12, six and one month prior to expiration of your certification.

Q7. What should I do with my CPD documentation?

You are NOT required to submit your full CPD documentation at the time of renewal. You are required to submit your CPD journal **only** and your accompanying fee.

However, you must save your CPD records and associated evidence documentation in a safe place in the event you are contacted for an audit.

Q8. Do CPD points carry over from one triennium to another?

No. You can only claim CPD points earned during your current three-year recertification cycle.

Q9. What if I do not have enough CPD points to renew and maintain my certification?

If you do not have the required CPD points by the end of your CPD period, you can choose to resit the CHIA Examination to make up for the shortfall in your CPD Journal. If you do not want to resit the CHIA Examination and cannot submit a complete CPD journal, your certification will be revoked.

Once your certification is revoked, you are no longer certified, and your certification can only be reinstated by re-taking and passing the CHIA Examination. The CHIA EC provides the opportunity to request an extension or waiver in extenuating circumstances.

Q10. What happens if I do not renew on time?

If you fail to renew on time, your certification will be revoked. Once your certification is revoked, you are no longer certified, and your certification can only be reinstated by re-taking and passing the CHIA Examination.

Q11. What happens if I am audited?

In order to ensure high standards of competency and continuing professional development, CHIA will conduct random audits. If audited, you will be required to provide documented proof of all CPD activity within 30 days of notification. If you are unable to provide documented proof within 30 days, your certification will be considered revoked.

If all documents are complete and the appropriate number of CPD points is accounted, you will be notified that your recertification is valid and will be issued an updated certificate within two weeks of your notification of validity. If it is determined that some CPD points are not applicable, the CHIA EC may allow additional time for you to submit or earn additional replacement CPD points.

Q12. What are some examples of evidence I should retain?

Evidence	Example
Proof of attendance at a conference	An official confirmation of registration, copy of a completed attendance register, or a certificate of attendance
Delivered a presentation	An official program or agenda, or URL to conference proceedings

Q13. Is there a cost to retain my certification?

Renewal fees will be invoiced to CHIAs and must be paid within the due date specified to avoid lapsed certification. Fees are: AIDH Member Fee[4]: $175, Non-Member Fee: $250

---

[4] Applicable membership categories for AIDH - FAIDH, AFAIDH, Individual, Organisational Nominee, Honorary.

11 Further Questions and/or Feedback

If you have any further questions or feedback, please contact us via certification@digitalhealth.org.au.