**Certified Revenue Cycle Professional Certification (CRCP)**

**Recertification/Continuing Educational Units**

**Recertification**

The CRCP certification is valid for two years which starts on the date the certification is earned. To retain professional certifica­tion, the member must meet the following requirements:

1. Must be a national member in good stand­ing by January 31st of each calendar year. “Good standing” means dues paid and received by the National Office.
2. Candidates must earn thirty (30) hours of continuing education units (CEUs) within the designated two-year certification period. Fifteen (15) CEUs must result from attendance at AAHAM sponsored events.
3. CEUs need to be submitted and recorded by the National Office period to the AAHAM National Office within 30 days after the end of the designated two-year certification period.
4. Retired professionally certified members may elect to use the designation “CRCP, Retired”, in which case they are exempt from earning CEUs.

If certification is revoked or membership is terminated, members will be required to retake the entire exami­nation to become re-certified.

Global adjustments can be made by the Board of Directors to CEU requirements to accommodate for extraordinary circumstances.

**Continuing Education Units (CEUs)**

A certified member must have attained and reported thirty (30) continuing education units (CEUs), of which fifteen (15) must be earned through attendance at AAHAM sponsored events. CEUs must be received and recorded by the National Office within 30 days after the end of the designated two-year certification period. Earned CEUs cannot be carried over to the next certification period. Information on recorded CEUs is available to certified members on the AAHAM website.

**AAHAM Sponsored Event:**

An AAHAM Sponsored Event for purposes of qualified Continuing Education Units is an educational program, meeting, seminar, or webinar, the subject of which is a healthcare revenue cycle topic, and which is presented or approved by AAHAM National or an AAHAM Chapter. All CEUs deriving from an AAHAM Sponsored Event shall be subject to review and final disposition by the National AAHAM Certification Committee.

CEUs may be earned as follows:

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| **Weight** | **Description** | |
| 2.0 Units | Each hour in attendance at an AAHAM sponsored event. | |
| 1.0 Units | Each hour in attendance at an educational program or class relating to the health care field. | |
| 3.0 Units | Authored an article published in a National AAHAM publication. | |
| 3.0 Units | Given presentations related to AAHAM, patient accounting or healthcare administrative management (AAHAM related credit given if made at an AAHAM sponsored event or if presenter is representing AAHAM.) | |
| 2.0 Units | Authored an article published in an AAHAM chapter publication. | |
| 2.0 Units | Each hour coaching an organized professional (CRCP) certification review session. | |
| 2.0 Units | Each hour coaching an organized specialist (CRCS) certification review session. | |
| 1.0 Unit | Each hour proctoring an AAHAM exam | |
| 1.0 Unit | | Question, answer and reference material submitted and accepted into the CRCP Exam Bank. |
| 2.0 Units | | Attendance at a National board meeting. |
| 8.0 Units | | Attendance at National Legislative Day. |
| 6.0 Units | | Officer of National AAHAM |
| 4.0 Units | | National Committee Chairperson |
| 3.0 Units | | Chapter Officer |
| 2.0 Units | | Director or Chapter Committee Chairperson |

A CEU is defined as a sixty (60) minute period of education.

The designated group CEU form must be used when a chapter holds a meeting where one or more certified members are in attendance. The form must be completed in its entirety and submitted to the National Office.

All individual CEUs can be submitted online at <http://www.aaham.org/Certification/RecertForm.aspx>

Examples of activities that do not qualify for CEUs:

1. Technical or collegiate coursework not relating to healthcare administrative management.
2. Educational events such as nursing, accounting, and other professional licensure or certification not relating to healthcare administrative management. Events will be considered if there is an interrelation with accounts receivable, billing or other professional certification topics.
3. Computer conversions applicable to a certified member’s place of employment.
4. Other work related activities such as vendor meetings or training or employer internal training requirements. Events will be considered if there is an interrelation with accounts receivable, billing or other professional certification topics.