

Thank you for your interest to renew your Certified Healthcare CPD Professional (CHCP) credential. To renew the CHCP credential, applicants must meet the requirements for both Section 1 and Section 2.

For Section 1, applications must meet the requirements of either 1A: CPD Informal Education or 1B: CPD Engagement.

This Recertification Form requests information related to the two sections of requirements:

Section 1: Healthcare Professional (HCP) CPD Education / CPD Engagement: You must fulfill either education or engagement.

A: Informal Education: Within the last 3 years, you must have completed at least 20 hours of education pertaining to the CPD of healthcare professionals. Neither job-related functions nor clinical education meet this element.

B: Engagement: Within the last 3 years, you must have demonstrated engagement in activities supporting CPD for the healthcare professions. This may include but not be limited to:

Volunteering within or for local, state, regional, national, or international organizations dedicated to HCP CPD, medical societies or associations, professional healthcare membership organizations, accredited organizations offering CE credit for HCPs, or other related areas. This may also include peer review for published or presented HCP CPD content. Serving as a peer reviewer for accrediting bodies also may be included. 30 hours of any volunteering effort (i.e. participation in a state/local/regional/national organization, serving as a peer reviewer, or surveyor,) meets this requirement.

Membership in any professional organizations related to CPD for the healthcare professions (eg, the Alliance; GAME; NAMEC; AMEE; MAACME; GACME; IACME; CACME, etc) or other professional associations. At least 1 year of membership in any professional organization (i.e. ACEHP, SACME, GAME, NAMEC, AMEE, MAACME, GACME, CACME, or other) meets this requirement. You may be asked to provide additional information on why a membership may meet this criterion.

Other engagement pertaining to the CPD of healthcare professionals that can be described in the Eligibility Form. Examples include but are not limited to publishing or presenting content related to the CPD of healthcare professionals.

Section 2: Work Experience: You must have a minimum of three years of part-time or full-time employment or contracted professional experience related to CPD of the healthcare professions within the last three years. Your on-the-job experience is an asset in your journey toward CHCP certification. If you have an unpaid position, such as a long-term volunteer position, you may include it here.

Once the CHCP Eligibility Committee reviews your responses, you will be contacted

by Alliance staff to let you know whether your CHCP certification has been renewed.

For more information regarding the CHCP certification, please visit the CHCP Handbook, and the Alliance website at <https://www.acehp.org/Get-Certified/Getting-Started>. Please allow 3-4 weeks for Eligibility Committee review upon submitting your recertification form.

*** 1. Name**

*** 2. Email**

Work

This email address will be used

*** 3. Email**

Personal

*** 4. Cell Phone Number**

Country code

Phone number

+1

*** 5. Alliance Member Section**

- ☐ Federal Health Care Educators
- ☐ Healthcare Professionals Membership Societies (HPMS)
- ☐ Hospitals and Health Systems
- ☐ Industry Alliance for CE (IACE)
- ☐ Medical Education Companies (MEC)
- ☐ Medical Schools
- ☐ Professionals with Educational Expertise, Resources, and Services (PEERS)
- ☐ State Medical Societies

*** 6. Employment Information**

Current Job Title

Current Place of
Employment

Type of Work
Organization

Preferred Email
Address for Certificate

Section 1A: CPD Informal Education

Within the last 3 years, you must have completed at least 20 hours of education pertaining to the CPD of healthcare professionals. Neither job-related functions nor clinical education meet this element. Please provide the title, date, and number of hours of each education linked to CPD of healthcare professionals. Please note the date format should be MM/DD/YYYY.

7. Education #1 - Title/Description

8. **Education #1 - Date.** *Note: for multi-day conferences, please enter the beginning date. Only educations within the last three years will be accepted.*

9. Education #1 - Length of Time (Hours)

10. Education #2 - Title/Description

11. **Education #2 - Date.** *Note: for multi-day conferences, please enter the beginning date. Only educations within the last three years will be accepted.*

12. Education #2 - Length of Time (Hours)

13. Education #3 - Title/Description

14. **Education #3 - Date.** *Note: for multi-day conferences, please enter the beginning date. Only educations within the last three years will be accepted.*

15. Education #3 - Length of Time (Hours)

If you have additional information beyond the educations listed above that you wish to provide, please feel welcome to upload an additional list (i.e. a Word document or PDF) to question 24.

Section 1B: Engagement

Within the last 3 years, you must have engaged in activities supporting the CPD of the healthcare professions through volunteering, membership, or other means:

- Volunteering: 12 hours of any volunteering effort (i.e. participation in a state/local/regional/national organization, serving as a peer reviewer, or surveyor,) meets this requirement.

or

- Membership: At least 1 year of membership in any professional organization (i.e. ACEHP, SACME, GAME, NAMEC, AMEE, MAACME, GACME, CACME, or other).

or

- Other: Other engagement activities in CPD for healthcare professions including but not limited to publishing, presenting, related content, etc.

Please note the date format should be MM/DD/YYYY.

16. Volunteering - Local, State, Regional, National, International, Organization.

Title/Description	<input type="text"/>
Date/Range	<input type="text"/>
Length of Time (hours)	<input type="text"/>

17. Volunteering - Peer Review for Published or Presented HCP CPD content.

Title/Description	<input type="text"/>
Date/Range	<input type="text"/>
Length of Time (hours)	<input type="text"/>

18. Volunteering - Surveyor / Peer Reviewer for bodies.

Title/Description	<input type="text"/>
Date/Range	<input type="text"/>
Length of Time (hours)	<input type="text"/>

19. Volunteering - Other.

Title/Description	<input type="text"/>
Date/Range	<input type="text"/>
Length of Time (hours)	<input type="text"/>

20. Membership in Professional Organization - *Within the last 3 years, at least 1 year of membership in any professional organization.*

Title/Description

Date/Range

Length of Time (years)

21. Membership in Professional Organization - *Within the last 3 years, at least 1 year of membership in any professional organization.*

Title/Description

Date/Range

Length of Time (years)

22. Membership in Professional Organization - *Within the last 3 years, at least 1 year of membership in any professional organization.*

Title/Description

Date/Range

Length of Time (years)

23. Other: Other engagement activities in CPD for healthcare professions including but not limited to publishing, presenting, etc. *Please provide additional information below (i.e. an example of the publication, poster, or a Word document explaining the application of the content to CPD for the healthcare professions).*

24. Other: Please provide additional information below (i.e. an example of the publication, poster, or a Word document explaining the application of the content to CPD for the healthcare professions).

Choose File

Choose File

No file chosen

Section 2: Work Experience

You must have a minimum of three years of part-time or full-time employment or contracted professional experience related to CPD for the healthcare professions within the last three years. *If you have an unpaid position, such as a long-term volunteer position, you may include it here.*

25. Position #1

Title of Position	<input type="text"/>
Length of Time in Position (Years)	<input type="text"/>
Company Name	<input type="text"/>
Date Range (to include the past 3 years)	<input type="text"/>

26. Position #2

Title of Position	<input type="text"/>
Length of Time in Position (Years)	<input type="text"/>
Company Name	<input type="text"/>
Date Range (to include the past 3 years)	<input type="text"/>

27. Position #3

Title of Position	<input type="text"/>
Length of Time in Position (Years)	<input type="text"/>
Company Name	<input type="text"/>
Date Range (to include the past 3 years)	<input type="text"/>