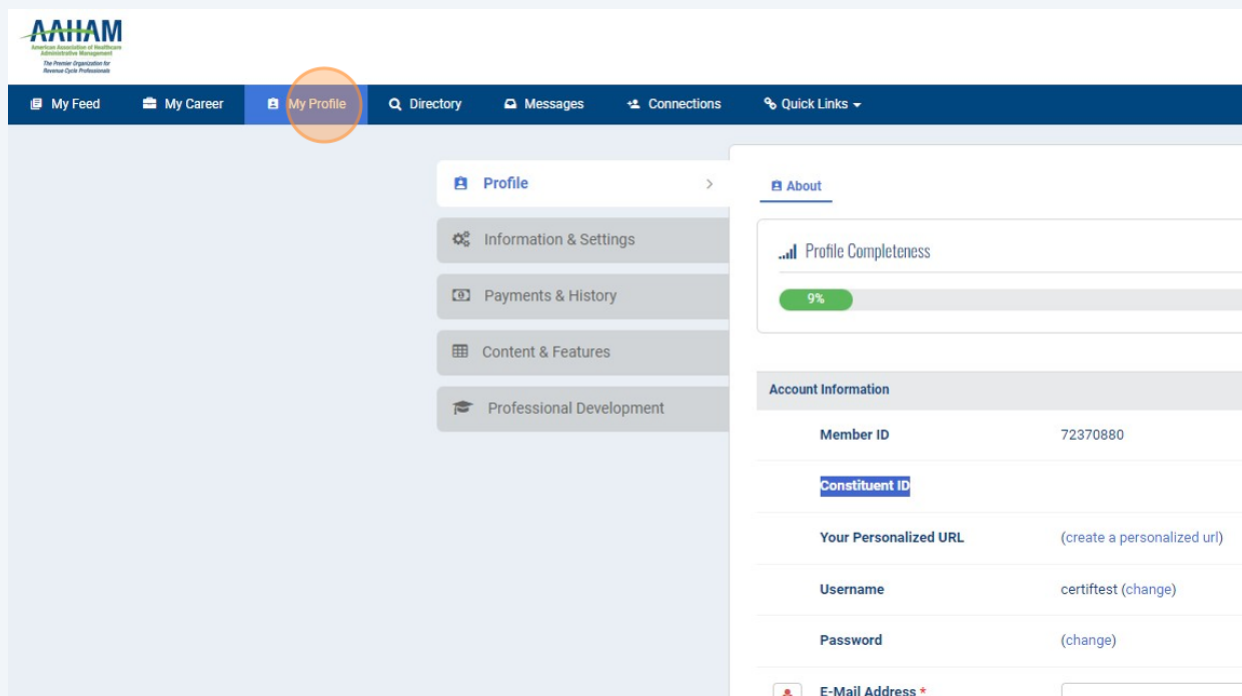


How to Submit your CEUs

This guide provides a step-by-step process for submitting Continuing Education Units (CEUs) on the AAHAM website. It includes instructions for everything you need to record and check your CEU hours. Following this guide will ensure that your CEUs are accurately recorded and posted to your record.

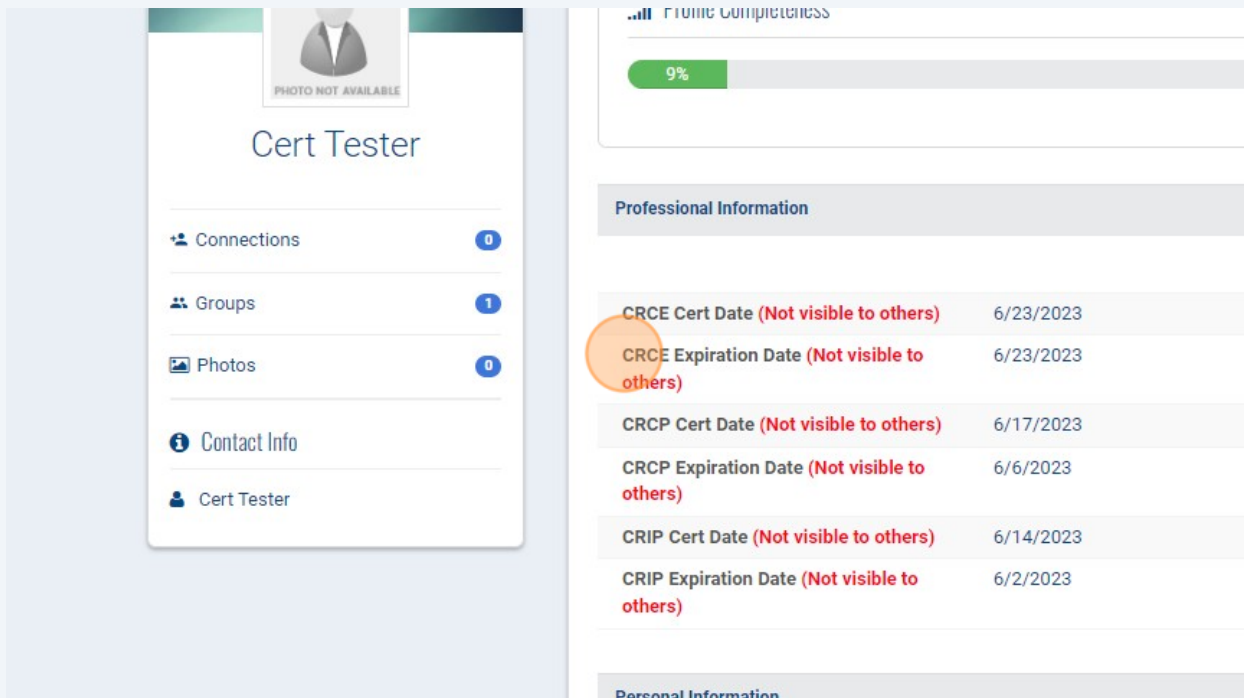
- 1 Log into your profile at aaham.org/login.aspx.

- 2 Once logged in, click "My Profile."



3

To record your Continuing Education Unit (CEU) hours, you will need the certification's expiration date for each certification you hold and intend to submit CEU hours.



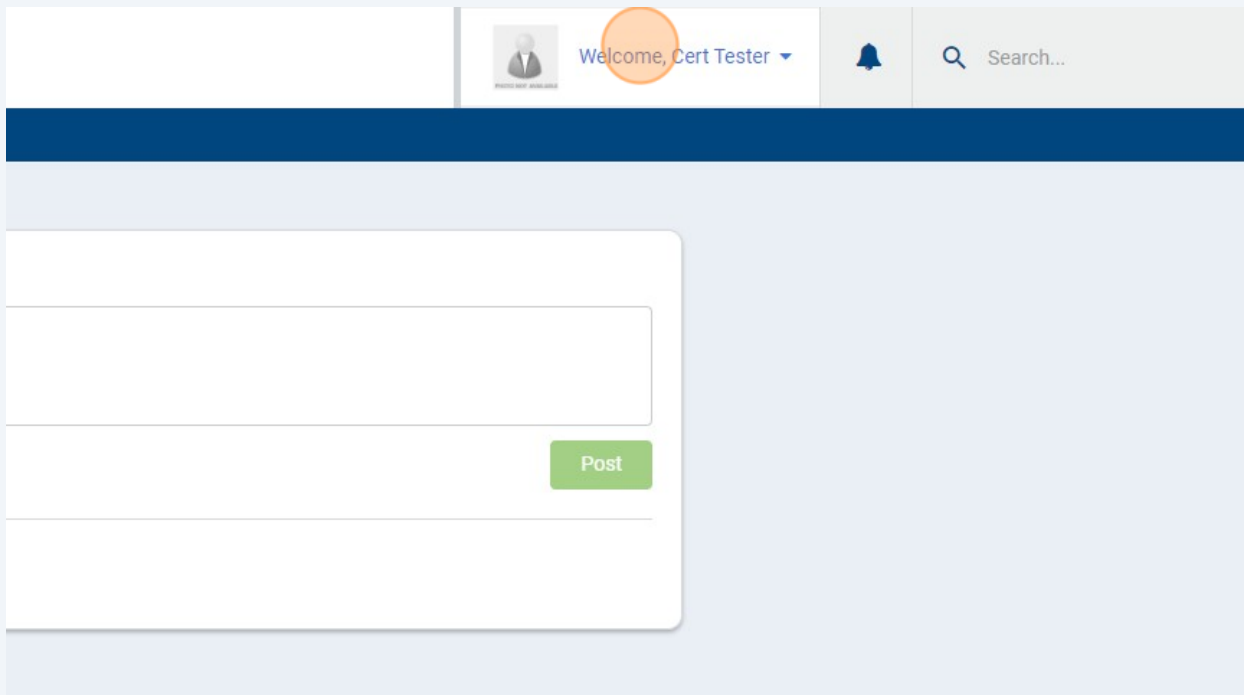
The screenshot shows a user profile for 'Cert Tester'. The left sidebar contains links to Connections (0), Groups (1), Photos (0), Contact Info, and Cert Tester. The main content area shows a 'Profile Completeness' bar at 9%. Below this is the 'Professional Information' section, which contains a table of certification dates. An orange circle highlights the 'CRCE Expiration Date' row.

Professional Information	
CRCE Cert Date (Not visible to others)	6/23/2023
CRCE Expiration Date (Not visible to others)	6/23/2023
CRCP Cert Date (Not visible to others)	6/17/2023
CRCP Expiration Date (Not visible to others)	6/6/2023
CRIP Cert Date (Not visible to others)	6/14/2023
CRIP Expiration Date (Not visible to others)	6/2/2023

Below the table is the 'Personal Information' section, which is partially visible.

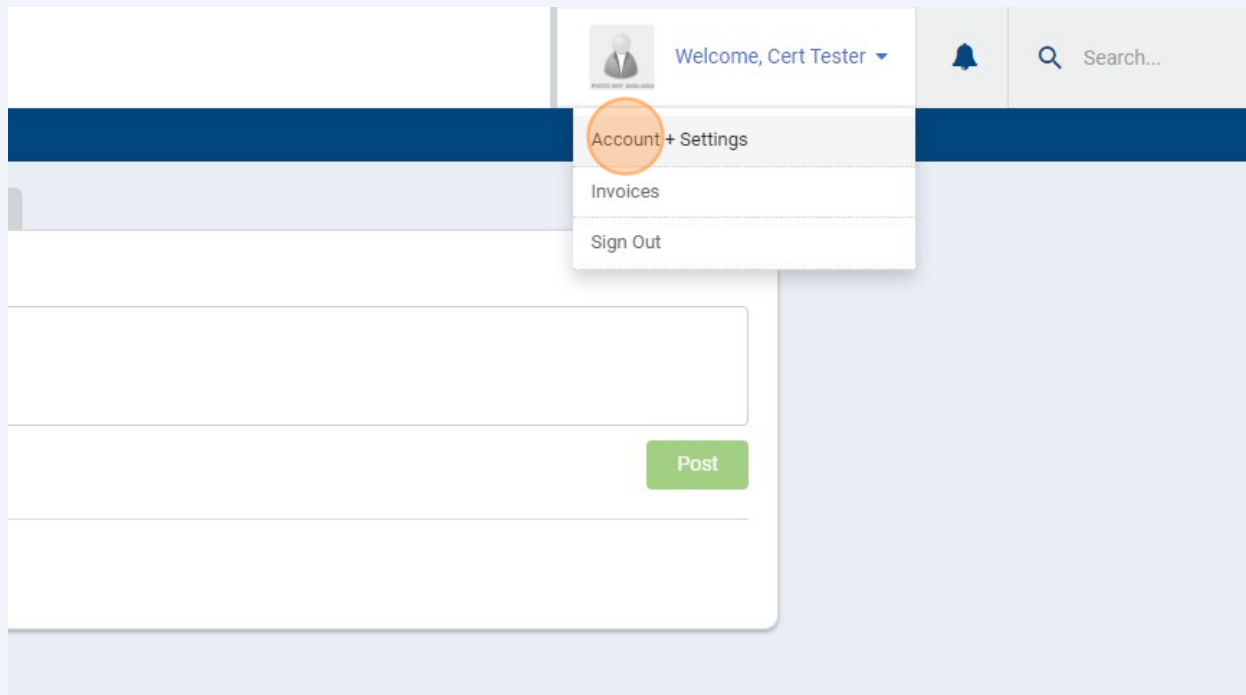
4

At the top of the page, click your name in the upper left-hand corner.

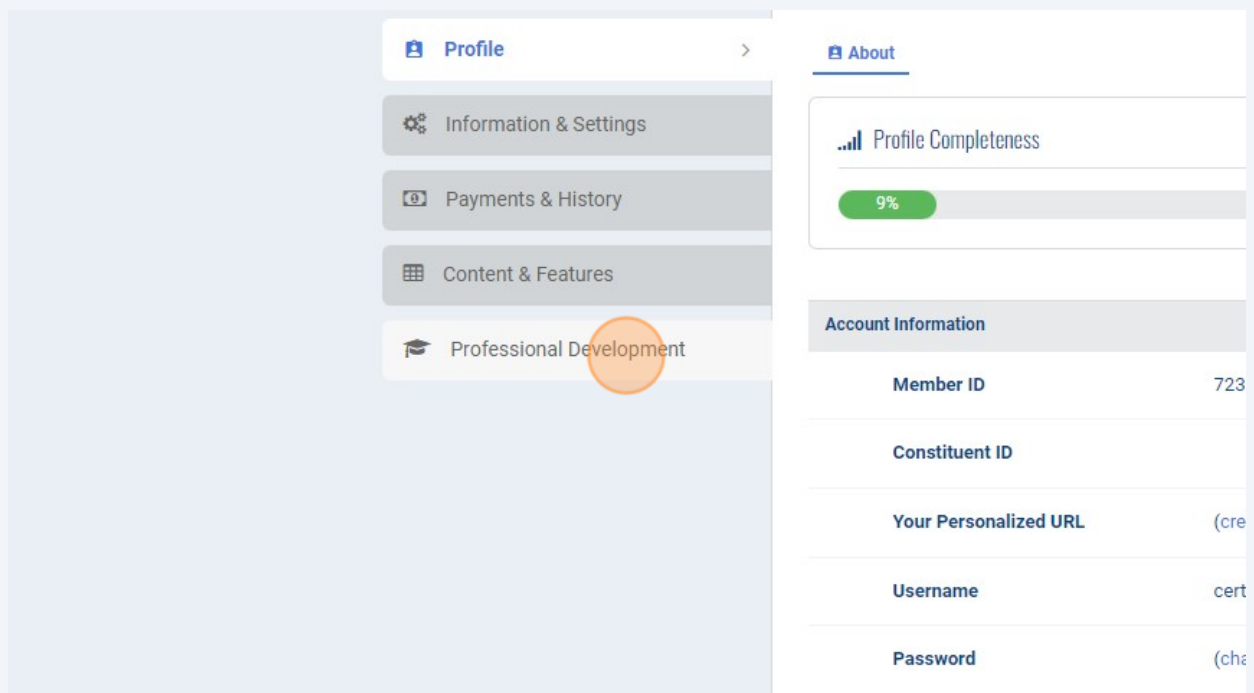


The screenshot shows the top navigation bar of the profile page. It includes a user profile picture, the text 'Welcome, Cert Tester' with a dropdown arrow, a notification bell icon, and a search bar with the text 'Search...'. Below the navigation bar is a large blue header area, and then a white post creation box with a 'Post' button.

5 From the drop-down menu, click "Account + Settings."



6 Click "Professional Development" on the navigation menu on the left-hand side.



7

*Click "Add Entry."

*Please note that you must submit CEU hours for each certification you hold. For example, you must submit your activity for each if you hold a CRCS and a CRCE.

ns/Programs ▾

▾

▾

▾

Transcript  Print Filtered Entries  Email Transcript  Add Entry

	Credits	Expires	Score (%)
Revenue Cycle Specialist Revenue Cycle Specialist: 2023 Legislative Day	8	12/31/2023	0
Revenue Cycle Executive Revenue Cycle Executive: Florida Chapter AAHAM Leading in Competitive Economy	2	12/31/2023	0
Revenue Cycle Executive Revenue Cycle Executive: HFMA How to Drive Strong Financial	1	12/31/2023	0

8

Select your certification type from the drop-down menu.

Quick Links ▾

Welcome, Cert

Add Entry

Is this entry for a Certificate or Program? * ☒ Yes ☐ No

Certification/Program * ▾

Credit Type * --Select Credit Type-- ▾

Entry Date * 8/17/2023 

Description *

Credits *

Credits Expire 

Transcript  Add Entry

9

Select the credit type from the drop-down menu (AAHAM or non-AAHAM). Select AAHAM for all AAHAM-sponsored webinars or training activities/events (AAHAM National or AAHAM local chapter) and non-AAHAM for all outside training activities.

Is this entry for a Certificate or Program? * ☒ Yes ☐ No

Certification/Program * ? Certified Revenue Cycle Executive

Credit Type * ? --Select Credit Type--

Entry Date * ? 8/17/2023

Description * ?

Credits * ?

Credits Expire ?

Score (%) ? (if applicable)

10

Fill in your CEU(s) description and how many credits you've earned.

The description is the name of the training event or webinar.

The number of credits earned is based on time spent. AAHAM defines one CEU as one hour of training.

All AAHAM-sponsored activity doubles. So, one hour would earn you two AAHAM CEU hours. Non-AAHAM activity does not double.

Is this entry for a Certificate or Program? * ☒ Yes ☐ No

Certification/Program * ?

Credit Type * ?

Entry Date * ?

Description * ?

Credits * ?

Credits Expire * ?

Score (%) ? (if applicable)

Activity Code ?

Attachments ? No file chosen

11 Enter the certification expiration date you got from your profile.

The screenshot shows a form with the following fields and values:

- Certification/Program * ? : Certified Revenue Cycle Executive
- Credit Type * ? : AAHAM
- Entry Date * ? : 8/17/2023
- Description * ? : Sample
- Credits * ? : 3
- Credits Expire * ? : [Empty field with a calendar icon, highlighted with an orange circle]
- Score (%) ? : (if applicable)
- Activity Code ? :
- Attachments ? : Choose File No file chosen

Buttons: Submit, Cancel

12 Please enter "0" for the Score and Activity Code.

The screenshot shows the same form as in step 11, but with the following changes:

- Credits Expire * ? : enter your ce
- Score (%) ? : [Empty field, highlighted with an orange circle]
- Activity Code ? : [Empty field, highlighted with an orange circle]

Buttons: Submit, Cancel

13

Upload your supporting documentation.

This should show the event name, time, date and duration of the event your reporting. For example, a certificate of participation.

The screenshot shows a web form for submitting professional development documentation. The form fields are as follows:

- Description * : Sample
- Credits * : 3
- Credits Expire * : enter your ce
- Score (%) : NA (if applicable)
- Activity Code : NA
- Attachments : **Choose File** No file chosen

At the bottom right of the form are two buttons: **Submit** (green) and **Cancel** (white with blue border). An orange circle highlights the **Choose File** button in the Attachments section.

Below the form, a table lists previous entries:

		Revoked	10/22/2022	Certified Revenue Cycle Executive: AAHAM & HFMA Self-Pay Education Event at TOP GOLF (schedule 4 hours but onl	4
		Revoked	9/30/2022	Certified Revenue Cycle Executive Certified Revenue Cycle Executive: AAHAM Tennessee Music City Chapter, Denial Management, presented by Richard	2

14

Click submit, and your submission will be posted to your journal entries under the professional development tab.

If you have any questions, please contact certification@ahaham.org.