CHIA Recertification Guide

As a Certified Health Informatician, triennial recertification demonstrates an ongoing commitment to maintaining your knowledge, skills, and professional competencies. Recognised as the leading health informatics and specialist digital health credential in Australasia, CHIA showcases your continuing development to meet the needs of a rapidly evolving industry. This recertification guide provides essential information and steps for maintaining your CHIA credential to support your continued growth and excellence.

Recertification pathways

Your CHIA credential is awarded on the day you pass the examination and requires recertification every three years. There are two ways to recertify before your expiry date.

Option 1 – Complete 60 CPD points within your three-year recertification (using this guide)

Option 2 – Re-enrol and pass the CHIA Examination (registration information available here)

Your CHIA credential will automatically lapse after the expiry date and be revoked. An expired CHIA credential can only be reinstated by resitting the examination.

Recertification by CPD

To recertify by CPD, you must:

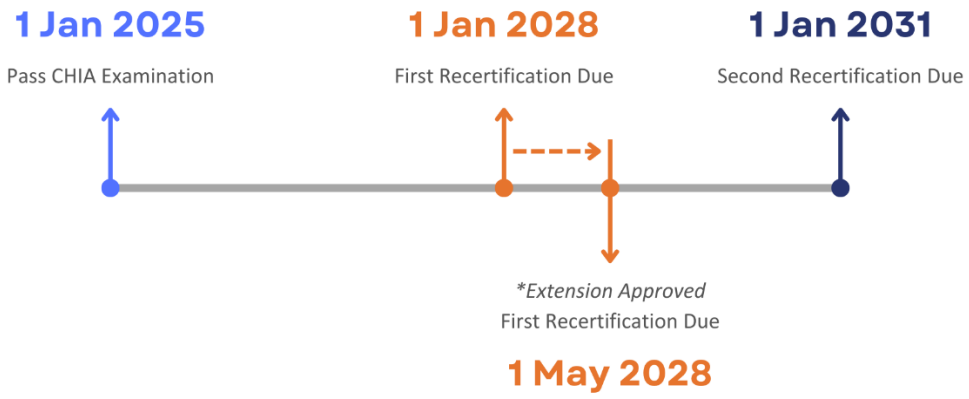
a) complete 60 CPD points in line with the categories below
b) record the activities in the CPD journal
c) email your journal to certification@digitalhealth.org.au
d) pay the recertification fee

Please complete these steps **before your expiry date** to allow for processing. You are responsible for tracking your CPD points, ensuring they meet these guidelines, and retaining evidence for auditing (see Audits below). To assist, email reminders will be sent throughout your recertification cycle.

Extension or Waiver Requests

Extensions

Individuals can apply for an extension of time to complete and submit 60 CPD points, for the current cycle. Extensions are limited to circumstances surrounding parental leave, carer responsibilities, or extended unforeseen illness. See the example below where a CHIA is approved for a four-month extension. The due date for their first recertification is extended, however the due date for the second recertification remains the same.



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Waivers

The CHIA EC may, for good cause, reduce or waive the CPD requirements (e.g. financial hardship, extended illness, natural catastrophes, unforeseen circumstances). Waivers are typically reserved for significant extenuating circumstances and/or hardships that cannot ordinarily be addressed by an extension of time. Please contact the CHIA Program Team on certification@digitalhealth.org.au for more support and information.

Audits

When submitting your journal for CHIA recertification, you will declare that you have met the necessary standards and criteria outlined in this guide. Recertification renewals will be randomly audited each year. If selected for an audit, you will have 28 days to produce supporting evidence of the CPD activities claimed in your journal.

Supporting evidence can take many forms, examples include a certificate of completion, record of attendance, transcript, email confirmation, receipt, statement of participation endorsed by peer / supervisor / board chair / colleague etc. Ideally, evidence should include the date of the activity, endorsed CPD hours, or indicative length of event/activity.

Audit Failure

If an individual fails to produce any evidence within 28 days, their CHIA credential may be revoked. For audits that identify ineligible CPD points, compensatory activities may be required (for example, additional points in the next recertification cycle).

Example of CPD – First Year

CPD Category	Activity Description	CPD Points
1. Educational events	AIDH conference (1 day)	7
3. Reading of articles, journals and textbooks	4x Health informatics journals	1
4. Presentation	Speaker on 30-minute webinar on FHIR	4
6. Professional service	Volunteered on a digital health working group	5
8. Mentoring	3x 1 hour mentoring sessions	3
	Total	20

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CPD Categories

There are many options available to accrue CHIA CPD. To be eligible, **CPD activities must align** with the Australian Health Informatics Competency Framework (2nd Edition). CPD can be accrued for:

a) educational activities
b) producing original work
c) contribution to the profession
d) professional and workplace activities

To get the most out of your CPD, we encourage you to plan your activities ahead of time and engage in multiple categories across various health informatics competency domains. Some CHIAs may belong to a clinical profession and/or have multiple CPD programs. Activities claimed in one CPD program can also be claimed for CHIA provided the content is related to health informatics and aligned with the competency framework.

Some CPD activities may not easily fit into a category. Contact the CHIA Program Team for guidance - certification@digitalhealth.org.au.

Educational Activities

1 Educational Events	Uncapped
Attendance at conferences, seminars, workshops, webinars (live/ recorded), podcasts or vodcasts. *Events must be **educational** not promotional, e.g. a webinar promoting a specific technology is ineligible.	1 CPD point per hour
2 Structured Education Courses	**Capped at 30 points**
2.1 **Credit-bearing educational courses**. Courses, units, or subjects offered by an accredited provider, that attract credit towards a qualification (e.g. university subjects, post-secondary vocational courses, MOOCs, microcredentials etc.).	1.5 CPD points per hour*
2.2 **Non-credit educational courses**. Standalone offerings from a reputable provider, with no credit towards an accredited qualification (e.g., subjects, courses, MOOCs, microcredentials, short courses etc.). *For face-to-face courses, 'contact hours' attract CPD (lectures, tutorials, workshops). Online/hybrid courses may advertise CPD points, alternatively approximate the actual hours of study you completed.	1 CPD point per hour*
3 Reading of Articles, Journals, and Textbooks	**Capped at 10 Points**
Reading of relevant journals, textbook chapters, articles, educational blogs, over 600 words and published in a professional publication.	0.25 CPD points per article

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Producing Original Work

4 Presentation	Capped at 20 Points
Preparing for and delivering **new, original work** to an audience in a presentation. Repeated presentations of the same content are ineligible.	
• Speaker at a conference, seminar, workshop, webinar, podcast or vodcast • Guest lecturer for a university course	2 CPD points per 15 minutes of presentation time
• Panel participant or Chair of a panel • Poster presentation	2 CPD points per hour of presentation time

5 Publication, Research or Content Development	Capped at 30 Points
Original work disseminated to the public by written or electronic means. You must be the author or co-author, editor or co-editor of the following:	
• Book / text	30 CPD points
• Book / text chapter	10 CPD points
• Article published in a peer-reviewed journal	8 CPD points
• Article published in a professional newsletter, whitepaper, report, government department, etc	5 CPD points
• Article or blog over 600 words published in a professional industry publication	1 CPD point
• Writing items for CHIA examination (or similar health informatics certification)	1 CPD point per item
• Primary author for content used in a formal education program	10 CPD points per 100 hours of content development

Contribution to the Profession

6 Professional Service	Capped at 15 points
Volunteer service with an international, national, state or local related professional organisation/ society, related to health informatics (e.g. board, committee, work group, task force etc).	5 CPD points for each year of service

7 Reviewing Publications	Capped at 15 points
• Conference abstracts review*	0.5 CPD points per abstract
• Conference full paper submission review*	1 CPD points per full paper
• Health informatics journal publication review	1.5 CPD points per review
• Editorial reviewer for a health informatics journal	2 CPD points per review
• Master's or Doctoral thesis review	3 CPD points per thesis

* Example organisations: AIDH, HIMAA, HiNZ, IMIA, HIKM, HIMSS, AMIA etc

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Professional and Workplace Activities

8 Mentoring	**Capped at 10 points**
Professional mentoring related to health informatics through a structured approach with clear learning goals, evaluations, and focus on skill development. Both mentors and mentees are eligible.	1 CPD point per hour
9 Discussion Groups	**Capped at 10 points**
Discussion groups that focus on advancing professional practice through topic-driven meetings with active contribution and practical application. (e.g. Peer-to-peer, communities of practice)	1 CPD point per hour
10 Workplace Activities	**Capped at 15 points**
Activities performed within routine job responsibilities can qualify for CPD, provided they involve further research, new learning, skill development, and/or enhance professional practice. Eligible activities include developing content or presenting information. To determine how many CPD points you can claim, use Categories 4 and 5 for guidance. For example, a 10-page training manual may have required similar research/learning as a whitepaper. Under Category 5, a whitepaper attracts 5 CPD points. Therefore, you can claim 5 CPD points in Category 10 for your training manual. If you are unsure whether a work activity qualifies under this category, please contact us at certification@digitalhealth.org.au. Qualifying activities include, but not limited to, the below: • preparation of procedure, policy, or administrative manuals • preparation for accreditation and licensure surveys • development of published materials or presentations • development of employee and staff training materials • instructing or teaching a class • instructing or teaching an internal workshop for colleagues Ineligible activities include: • attendance at staff meetings • participation in clinical grand rounds • participation in accreditation and licensure surveys • conducting tours, career days • exhibiting at a conference or event	Use Category 4 and 5 for guidance on claimable CPD

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