

ALTERNATIVE I – CONTINUING PROFESSIONAL EDUCATION

To be accepted for renewal of the CHFM, continuing professional education must relate to the categories identified in the CHFM Examination content outline. A list of these categories with Content Codes follows. A Content Code must be identified for each activity reported. Tasks that relate to each category are identified in the *CHFM Candidate Handbook and Application* (available from www.aha.org/certification).

Content Code	Content Category
1	Compliance
2	Planning, Design, and Construction
3	Maintenance and Operations
4	Finance
5	Administration

When selecting continuing professional education activities, you are encouraged to refer to your Examination score report to identify subscore areas where additional study may be beneficial.

Contact hours are used for renewal of the CHFM credential. A contact hour is defined as 50-60 minutes of educational experience. Activities must be of at least 30 minutes' duration to qualify for renewal credit, and all activities must be reported in 30-minute increments. The following table provides a conversion of other units of education into contact hours.

1 academic semester credit = 15 contact hours
 1 CEU = 10 contact hours
 1 academic quarter credit = 10 contact hours
 1 CME or CDE = 1 contact hour

The following table provides acceptable types of continuing education, Type Codes, documentation required for each activity, and maximum number of contact hours accepted per type over the three-year period. A Type Code must be identified for each activity reported.

Type	Type Code	Description	Documentation	3-Year Maximum
Educational program	1	Lecture, workshop, educational session or case presentation provided by a professional healthcare association/society, healthcare facility or provider of services to a healthcare facility, or an industry-recognized provider of education.	Certificate of attendance/certificate of completion with CPE hours earned	No limit
Academic coursework	2	From an accredited college or university	Grade report or copy of transcript	15 contact hours
Self-study, including audio conference, or online educational program	3	Provided by a professional healthcare association/society, healthcare facility or provider of services to a healthcare facility, or an industry-recognized provider of education.	Contact hours or a similar measure of continuing education must be awarded by the provider. Certificate of completion with CPE hours earned	No limit
Professional speaking	4	At a meeting of a national, regional, state or local professional association/society	Copy of program	15 contact hours
Academic teaching	5	In an accredited college or university	Letter from academic institution	15 contact hours
Test item writing	6	For the CHFM Examination. 0.5 contact hours are awarded for each accepted test item.	Letter from AHA Certification Ctr.	15 contact hours

Title of Course/Presentation	Provider	Date of Activity	Content Code	Type Code	Contact Hours
RYAN JENKINS KEYNOTE NEXT GENERATION LEADERSHIP Elevate Your Skills and Workforce for the Future	NCHEA Spring Seminar	Thu. March 14, 2019	5	1	1.50
Lennon Peake, Lauren Schrupf Test Your Code Knowledge – An Interactive Q&A Discussion of Regulatory Codes	NCHEA Spring Seminar	Thu. March 14, 2019	1	1	1.00
RAY RAMOS Droning on About Drone's	NCHEA Spring Seminar	Thu. March 14, 2019	3	1	1.00
Mitch Babb, Corey Roberts Hurricane Planning: When to Evacuate	NCHEA Spring Seminar	Thu. March 14, 2019	2	1	1.50
Steve Thorburn Acoustical in Healthcare Facilities	NCHEA Spring Seminar	Thu. March 14, 2019	2	1	1.00
Danny Bland Energy to Care Update	NCHEA Spring Seminar	Fri. March 15, 2019	4	1	.5
Michael Roberts ASHE Update	NCHEA Spring Seminar	Fri. March 15, 2019	5	1	.5
Lisa DeCarolis, Michael Sink and Ben Yoho Insurance Point Of View	NCHEA Spring Seminar	Fri. March 15, 2019	1	1	1.00
Don Schlagle Jeff Harms DHSR Updates	NCHEA Spring Seminar	Fri. March 15, 2019	1	1	1.50
TOTAL HOURS					9.5

Title of Course/Presentation	Provider	Date of Activity	Content Code	Type Code	Contact Hours
Keynote Speaker CURT STEINHORST	NCHEA Annual Conference & Exhibition	WEDNESDAY, JULY 31, 2019	5	1	1.50
A Facility Managers Guide to Owning & Operating Air Handlers Alex Harwell and Nick Walters	NCHEA Annual Conference & Exhibition	WEDNESDAY, JULY 31, 2019	3	1	1.00
Haywood Community College SCHOLARSHIP WINNERS Alex Harwell	NCHEA Annual Conference & Exhibition	WEDNESDAY, JULY 31, 2019	5	1	.5
The Benefits of Healthcare Prefabrication Construction in Today's Market Moderator: Jeff Schroder, Panelist: Denton Wilson, Terri Slick, Kent Hodson, Jason Dodd, Julie Casper	NCHEA Annual Conference & Exhibition	WEDNESDAY, JULY 31, 2019	2	1	1.00
Pharmaceutical Waste Management Dr. Amy Cheatham	NCHEA Annual Conference & Exhibition	WEDNESDAY, JULY 31, 2019	3	1	1.00
Generator Docking Jonathan A. Sunde - Trystar	NCHEA Annual Conference & Exhibition	WEDNESDAY, JULY 31, 2019	2	1	1.00
Power Electronics Microgrids Len White - NC State University	NCHEA Annual Conference & Exhibition	THURSDAY, AUGUST 1, 2019	2	1	1.00
Optimize Facilities Operations by Going Mobile Todd Moore	NCHEA Annual Conference & Exhibition	THURSDAY, AUGUST 1, 2019	3	1	1.00
Design for Combatting Infections Construction Specialties	NCHEA Annual Conference & Exhibition	THURSDAY, AUGUST 1, 2019	2	1	1.00
A Comprehensive, Defensible and Operational Water Management Program Scott Whipp	NCHEA Annual Conference & Exhibition	THURSDAY, AUGUST 1, 2019	3	1	1.00
Healing the Healthcare Environment Casey Johnson - Forbo	NCHEA Annual Conference & Exhibition	THURSDAY, AUGUST 1, 2019	2	1	1.00
ASHE Region 3 Update Michael Roberts	NCHEA Annual Conference & Exhibition	FRIDAY, AUGUST 2, 2019	5	1	1.00
Selecting the Right Fire Extinguisher for the OR Bret Martin - CNA Insurance	NCHEA Annual Conference & Exhibition	FRIDAY, AUGUST 2, 2019	2	1	1.00
DHSR Update Steve Lewis DHSR	NCHEA Annual Conference & Exhibition	FRIDAY, AUGUST 2, 2019	1	1	1.50
Total Hours					14.5