



## CHHR CONTINUING EDUCATION CREDIT APPLICATION



A personal membership group of the  
American Hospital Association

The ASHHRA Continuing Education Application is for organizations interested in offering Certified in Healthcare Human Resources (CHHR) recertification credit for educational programs. By completing the application below and submitting the requested information, ASHHRA will approve the program for CHHR recertification credit as long as it is health care HR-related and tied to the CHHR Examination Content Outline (please visit <http://www.goamp.com/Publications/candidateHandbooks/AHA-CHHR-handbook.pdf>).

The event's meeting agenda/schedule of events with detailed information including the summary, learning objective and speaker biographical information must also accompany this form. **ALL APPLICATIONS MUST BE RECEIVED AT LEAST FOUR WEEKS PRIOR TO THE PROGRAM. ASHHRA CANNOT AWARD CREDIT AFTER A PROGRAM HAS OCCURRED.**

ORGANIZATION NAME		
DATE(S) OF PROGRAM		
MAIN CONTACT		
TITLE		
ORGANIZATION		
MAILING ADDRESS		
CITY	STATE	ZIP
PHONE	E-MAIL	

**This application should be completed and returned to Jamie Macander at [jmacander@aha.org](mailto:jmacander@aha.org)**

Please ensure that the following items are included in the event material:

- Date
- Time (*Include start date and time and end date and time if a multi-day session*)
- Location (physical address)
- Number of continuing education hours requested

For each session please include:

- Session title
- Session summary
- 3 learning objectives (Define three learning outcomes using action based verbiage i.e., at the end of this session, the participant should be able to...)
- Speaker(s) information: Name, title, organization and bio for each speaker

CHHR Recertification Credit cannot be issued for programs under one hour.

**Participant List:** Upon completion of the event, the event organizer will deliver a list with participant's demographic information to ASHHRA. Please send participant list to ASHHRA in a Microsoft Excel spreadsheet that includes attendee name, title, organization, address, city, state, zip, and e-mail address. Every reasonable effort should be made by your organization to verify participants actually attend the event in which CHHR Continuing Education Credits were awarded. Typically this is accomplished with an attendee sign-in form. The form should be kept by the chapter for at least one year and sent to ASHHRA upon completion of the event.