



## Offering ACDIS CEUs

Planning for a chapter training or education program takes a few steps, and an important one for chapter leaders to get done is applying to offer ACDIS continuing education units (CEU) which attendees can use toward their CCDS or CCDS-O recertification requirements. Leaders need to apply for pre-approval 30 days before the meeting date so that ACDIS can review, approve, and process the request in time.

But what information does the application require? Here's a quick breakdown:

- Contact person (should be member of the leadership team) including name, title, work phone, and email
- Program title
- Total number of CEUs requested (One CEU is provided per hour of instruction, excluding business meetings, raffles, breaks, lunches)
- Program length
- Teaching methodology (e.g., in-person, virtual seminar, etc.)
- Event date and time
- Speaker information including name, credentials, job title and organization
- Learning objectives describing knowledge or skills gained after completion
- Description of the program's benefit for CDI professionals

Last, leaders are asked to type their name as a virtual signature that they have reviewed ACDIS' requirements for prior approval of a continuing education program and agree to abide by them and understand that failure to follow the requirements for prior approval may result in revocation of prior approval and prohibit future approval by ACDIS. If you have further questions, feel free to reach out to the ACDIS team ([info@acdis.org](mailto:info@acdis.org)).

[Click here to submit a CEU application.](#)