



## Offering ACDIS CCDS/CCDS-O CEUs

ACDIS is pleased to issue CCDS/CCDS-O Continuing Education Units (CEU) for local chapter in-person and virtual events that provide training and education on CDI-related topics such as ICD-10, clinical disease or diagnosis, disease process, coding, documentation improvement activities, related technology, DRG, reimbursement, anatomy and physiology, or diagnosis/pathophysiology education.

**CEUs are issued on a one-hour-equals-one-CEU basis.** CEUs are not issued for welcoming and opening remarks, breaks, or informal discussions outside the training session.

**ACDIS will not award CEUs for activities with significant commercial bias.** To comply with this requirement, speakers should refrain from discussing specific vendors, consultancies, and/or products during the education session. Furthermore, slides should not include this information, though speakers are able to disclose their titles and organizations. ACDIS reserves that right to determine at its sole discretion what constitutes significant commercial bias.

## Application Process

Chapter leaders must submit education **at least 30 days in advance** of all training and education programs so that ACDIS can review, approve, and process the request in time.

Training sessions must be a minimum of one hour in length. Fractions of hours over one hour are accepted (e.g., a 1 ½ hour program).

Chapter leaders should submit their CEU requests via the ACDIS Local Chapter Leadership Requests form, available at [www.surveymonkey.com/r/ACDISLocalChapterLeadershipRequests](http://www.surveymonkey.com/r/ACDISLocalChapterLeadershipRequests). Leaders should have the following information available to complete the form:

- ☐ Contact person (should be a member of the leadership team), including name, facility, and email address
- ☐ Program title and length
- ☐ Total number of CEUs requested
- ☐ Teaching methodology (e.g., in-person, virtual seminar)
- ☐ Event date and time
- ☐ Name, credentials, title, organization, city, state, and email for all speakers
- ☐ Learning objectives
- ☐ Description of the program's benefits for CDI professionals

Chapter leaders will be asked to type their name as a virtual signature that they have reviewed ACDIS' requirements for prior approval of a continuing education program, agree to abide by them, and understand that **failure to follow the requirements for approval may result in revocation of 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)).