



2016 CCDS Recertification Application

Certified Clinical Documentation Specialist (CCDS)

Maintaining the Certified Clinical Documentation Specialist (CCDS) certification requires submission of 30 continuing education units (CEUs) every two years from the date that you have passed the CCDS exam. **You may submit no more than 10 CEUs for a single activity with the exception of the ACDIS Annual Conference, the HCPro CDI Boot Camp, or the HCPro ICD-10 for CDI Boot Camp.** Please review the list of allowable CEU Qualifying Activities on the ACDIS web site. Please submit this application with the appropriate maintenance fee (\$200, \$100 for ACDIS members) to:

Penny Richards
CCDS Program
35 Village Road, Suite 200
Middletown, MA 01949

This is an online application that you can fill in, save, and email to ccdsapp@acdis.org. Save your file in the following format, using your first initial and last name (see example below)

Fax 978/560-0934
Attn: Penny Richards

CCDS_RECERT_PRICHARDS

Personal information

CCDS ID Number: _____

Name: _____

Home address: _____ Home Phone: _____

City/State/Zip: _____ Cell: _____

Company Name: _____ Work Phone: _____

Company Address: _____

Company Address 2: _____ Work Fax: _____

City/State/Zip: _____

E-mail: _____

ACDIS member: Yes No

Please check the mailing address that you would prefer to receive CCDS correspondence:

Home Work

Method of payment—Credential maintenance fee

Click this link to pay online, then fax or scan/email your application according to the instructions on the application. If you prefer you may pay by check and mail with the application.

Attestation Statement

I verify the truth of the information submitted on this Continuing Education Submission Form. I affirm that I participated in continuing education activities and that the number of units reported is correct. If audited, I will supply supporting documentation verifying participation and summarizing content for all CEUs.

Signature: _____ Date: _____

