

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. This is an editable PDF. Download it to your desktop, fill it out, save it and email, fax or US mail.

Attn: HCPro Penny Richards Certified Clinical Documentation Specialist Program 35 Village Road, Suite 200 Middleton, MA 01949 Fax 978/560-0934 Attn: Penny Richards E-mail prichards@hcpro.com

Type or print neatly

Program Title and Sponsor	Location	Dates	Number of CE Credits



2018 CCDS Recertification Application

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

Fax or scan/email your application according to the instructions on the first page. Then click this link to pay online. If you are an ACDIS member, log into your ACDIS membership and go to hcmarketplace.com/ccds-certification to pay the member price. If you prefer you may mail a check 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:_____

Submit to: HCPro Penny Richards Certified Clinical Documentation Specialist Program 35 Village Road, Suite 200 Middleton, MA 01949 Fax 978/560-0934 Attn: Penny Richards E-mail prichards@hcpro.com