

How to recertify your dual CCDS and CCDS-O certifications

With the launch of the new Certified Clinical Documentation Specialist-Outpatient (CCDS-O) certification, some individuals now hold both the Certified Clinical Documentation Specialist (CCDS) and the CCDS-O. For these dual-certification holders, ACDIS has new rules to follow to submit recertification paperwork.

If you only hold one ACDIS certification (either the CCDS or the CCDS-O) proceed to the section titled "[What you need to do now](#)." The new process does not apply to you until you earn the second credential.

If you hold BOTH the CCDS and the CCDS-O, you must follow this process:

Your recertification for both credentials will be due on the two-year anniversary of the date you earned the second certification.

Example:

- You earned the CCDS credential on June 15, 2018, and you anticipate a recert due date of June 15, 2020.
- Then you earned the CCDS-O credential on August 1, 2019.
- Both credentials will be due for renewal on August 1, 2021. This date is two years from the date you earned your second credential (the CCDS-O on August 1, 2019).
- Nothing is due on June 15, 2020 (your previous CCDS recert due date).

You will submit evidence of 40 CEUs, total (not 40 per credential). You do not have to submit the CEU certificates, but you should hold onto them until you receive your recertification confirmation letter. You may then recycle the paper.

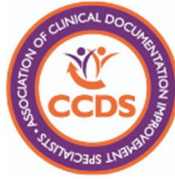
What you need to do now

If you don't already keep one, start a log of your CEUs as you earn them. File the paper certificates in a secure location.

Put a note in your calendar 60 days before your recert due date. You may recertify any time within 60 days of your due date.

Submit your paperwork with evidence of 40 CEUs for TWO credentials, or 30 CEUs for ONE credential.

Which CEUs can you submit for CCDS and/or CCDS-O recertification?



Nothing really changes here. We will continue to accept the same kinds of CEUs we have always accepted for CCDS recertification. Those same CEUs may be submitted for CCDS-O.

[Click this link](#) to see a complete list.

For those who hold both certifications, there is no requirement for a specific number of CEUs be related to either inpatient or outpatient CDI. You may submit CEUs related to the role and responsibilities of the clinical documentation specialist as described on [this list](#).

What's next?

Within the next month or so we will unveil an online CEU tracker you can use to log CEUs for the CCDS, for the CCDS-O, or for both credentials. You should continue to maintain a file of the actual certificates until your recertification is approved and you receive your confirmation letter.