



How to Apply for Non-Chapter CCDS/CCDS-O CEUs

ACDIS is pleased to issue CCDS/CCDS-O Continuing Education Units (CEU) for activities 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. **Additionally, ACDIS will not award CEUs for activities with significant commercial bias.** ACDIS reserves that right to determine at its sole discretion what constitutes significant commercial bias.

Application Process

Applications must be submitted **at least 30 days in advance** of all training and education programs. 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).

Please download and complete the Non-Chapter CEU Approval Application in its entirety and email it to ACDIS Editor & Product Coordinator, Karla Kozak, at karla.kozak@hcpro.com.

In Section 4 of the application, we ask that you select **one** of the following teaching methodologies that best describes the training:

- **One-time live in-person seminar or workshop:** This indicates an event that is held live and in-person *only once*. CCDS/CCDS-O credit is offered only on the date of the event.
- **One-time live virtual seminar or workshop:** This indicates an event that is held live and virtually *only once*. CCDS/CCDS-O credit is offered only on the date of the event.
- **Recurring live in-person seminar or workshop:** This indicates an event that will be offered multiple times live and in-person, over the course of a set period of time. You must specify the dates of each presentation and offer the same exact education each time. Any changes made to the educational offering will require a new application and fee. CCDS/CCDS-O credit is offered only on the dates of each event.
- **Recurring live virtual seminar or workshop:** This indicates an event that will be offered multiple times live and virtually, over the course of a set period of time. You must specify the dates of each presentation and offer the same exact education each time. Any changes made to the educational offering will require a new application and fee. CCDS/CCDS-O credit is offered only on the dates of each event.
- **On-demand webinar:** This indicates an event that is pre-recorded and offered virtually on-demand. ACDIS grants these events CCDS/CCDS-O credit for one year. After one year, the CEU(s) expires, and you must reapply.
- **eLearning course:** This indicates a web-based course or training that is offered virtually on-demand. ACDIS grants these courses CCDS/CCDS-O credit for one year. After one year, the CEU(s) expires, and you must reapply.

Note: If you wish to record a live event, replay it at a later time, and offer the same CEUs with the replay, you must indicate this by answering *yes* to the following question in Section 4: “Do you intend to record this presentation/event and replay it at a later time?” There is no additional fee for this if you specify it in your initial application. The replay must occur within one year of the original event.

If you specify it *after* ACDIS has approved the application, ACDIS will consider the replay of the recording(s) to be a separate event, and you will be subject the full CCDS/CCDS-O fee for this new event.

Appeals Process for Denied Applications

Should your application be denied, you have the right to appeal this denial by providing additional evidence for ACDIS to consider. Once ACDIS has provided notice of the denial, you may compile any relevant information, such as the materials for the presentation, speaker notes, etc. and submit them for re-review.

You must also provide a statement explaining why your activity qualifies for CCDS/CCDS-O credit and how the additional information you provided illustrates that.

Please submit materials and your statement to Karla Kozak at kkozak@acdis.org. **Appeals without both additional information and an explanatory statement will not be accepted.** Denied applications may be appealed only once, and ACDIS reserves the right to deny any applications it feels do not meet the standards outlined above.