

## Checking & Reporting CEUS

Certified members are responsible for checking and reporting their own continuing education units.

NOTE: When submitting your CEUs, please put your **certification level expiration date** for the "Credits Expire" date.

### How to find your certification expiration date:

Login to the National AAHAM website <https://aaham.org/login.aspx>

On the banner, click **My Profile**

Your Certification *Earned Date* and *Expiration Date* will be in the Professional information section

To check and report your CEUs, **click the dropdown next to your picture** in the upper right part of the screen (where it says Welcome, <Your Name>)

### Click Account + Settings

On the next screen, go to **Professional Development**

**To view your CEUs, click the Certifications/Programs tab.** This gives you an overview of your certification.

Certifications/Programs		Journal Entries				
Name	Status	Credit Type	Min Required	Max Allowed	Earned	Credits Expiring
Certified Revenue Cycle Executive	Complete		40		40	
		non-AAHAM	NA	20	0	NA
		AAHAM	NA	40	54	42 credits expiring on 12/31/2025

### To report CEUs, click the Journal Entries tab.

Each CEU entry is considered a journal entry. Complete the top section, as appropriate, and click **+ Add Entry (below)**

Certifications/Programs		Journal Entries	
Status:	<input type="text" value="All Statuses"/>		
Certification/Program:	<input type="text" value="All Certifications/Programs"/>		
Credit Type:	<input type="text" value="AAHAM"/>		
Credits Earned:	From	<input type="text" value="03/13/2025"/>	
	To	<input type="text" value="03/13/2025"/>	
<input type="button" value="Apply Filter"/>			

Add the information (like the screenshot below, as it applies to your CEUs), then click **Submit**

Add Entry ×

---

Is this entry for a Certificate or Program? \*  Yes  No

---

Certification/Program \* ?  ▼

---

Credit Type \* ?  ▼

---

Entry Date \* ?  📅

---

Description \* ?

---

Credits \* ?

---

Credits Expire \* ?  📅

---

Score (%) ?  (if applicable)

---

Activity Code ?

---

Attachments ?  No file chosen

---

Please allow 5 business days for CEUs to be approved.

Each certified national member is entitled to a one-time CEU Waiver.

Click here to submit your waiver application <https://aaham.org/page/WaiverRequest>

If you have any questions regarding your CEUs, please contact Cindi Poole at the National Office (856) 380-6920.