



CE Renewal Application for Non-ABQAURP Sponsored Programs

Diplomates who would like to utilize CE credits received from an accredited provider other than ABQAURP, must complete and return this form with the required documentation and fees. All hours submitted must have been completed during the Diplomat's current 2-year renewal cycle. **The application and the \$145 fee must be submitted by 12/31 of the second year of the Diplomat's current 2-year renewal cycle. Applications submitted after the 12/31 deadline must include a late fee of \$50, for a total of \$195.00. All fees are non-refundable.** It is not necessary to track the CE credits received from ABQAURP.

Please type or print Member ID# _____ Renewal period: January 1, _____ – December 31, _____

Name: _____

Company Name / Job Title: _____

Company Address: _____

Work Telephone: () _____

Home Address: _____

Home Telephone: () _____

Email: _____

Summarize each CE activity completed. Attach copies of the CE certificates received, along with a copy of the course objectives/outline for each program. These activities must be relevant to the content areas of the HCQM certification exam including: Quality Assurance/Management; Utilization Review; Insurance & Managed Care; Workers' Compensation; Clinical Resource Management; Credentialing & Privileging; Risk Management; Prevention of Medical Errors; Case Management and Regulatory Environment.

Date	Program Title	Accredited Provider	Location	Credits Awarded
Total Credits Submitted				

I hereby affirm that I participated in the CE activities summarized above for the actual number of credit hours stated. I understand that I may only receive renewal credit for courses that ABQAURP deems appropriate (relevant to the field of HCQM).

Signature: _____ Date: _____

Payment \$ _____ Check /MO # _____ Credit Card # _____ Exp. Date _____

VISA MC AMEX Discover Security Code _____

For ABQAURP Use Only: Total Hours Accepted: _____ Processed By: _____ Date: _____

Please send payment and this completed form, with appropriate documentation, to the address or fax number below:

Effective 1/1/2011



Certification and Membership Renewal Policy

To uphold ABQAURP's professional standards and maintain active status, Diplomates must meet all renewal requirements as determined by the Board of Directors. Under this policy, Diplomates are required to continue their professional education in the field of Health Care Quality Management (HCQM) and Patient Safety through participation in an approved program for continuing education. It is essential for each Diplomate to complete a minimum of 8 CME / 8 CE credit hours of applicable continuing education per 2-year renewal cycle. Additionally, through the continued support by means of annual fees, Diplomates help support the research and development of educational programs and to maintain the integrity of the certification examination.

Renewal Guidelines

The renewal cycle is 2 years, with the member's initial renewal cycle beginning on January 1, after passing the exam, and ending on 12/31 of the second year.

- Each member is required to complete a minimum of 8 CME / 8 CE credit hours of HCQM applicable continuing education per 2-year renewal cycle.
- Each member is required to remain current with all account balances.

ABQAURP automatically reviews all Diplomate member records to determine if the requirements have been fulfilled. As members accumulate hours of continuing education, ABQAURP updates the renewal period for 2 years if all requirements are met.

Since the continuing education requirement is intended to keep members current with emerging trends and technologies, excess hours cannot be applied to the next renewal cycle. An updated Diplomate certificate will be sent automatically to the renewing members within 8 weeks of fulfilling the renewal requirements.

Option 1: Completion of a minimum of 8 CME / 8 CE credit hours of ABQAURP -sponsored continuing education through any combination of the following options:

- Attendance at any ABQAURP accredited CE Conference.
- Completion of any ABQAURP accredited CE Home Study or Online Course(s).
- Attendance at any ABQAURP accredited jointly sponsored program of 8 CME / 8 CE or more credit hours.
- Development of an approved CE course or seminar for ABQAURP. The member will be awarded 8 credits toward the renewal requirement. Please contact Renee Willoughby by email at rwillog@abqaurp.org to learn more.

Option 2: Completion of a minimum of 8 CME / 8 CE credit hours of HCQM-focused content through non-ABQAURP sponsored CE programs. A CE Renewal Application must be submitted with certificates of attendance and the applicable fee.

Option 3: Re-examination for Diplomate members.

Termination of Active Status

Active status may be terminated by the Board of Directors for the following reasons:

1. Revocation of professional license; or
2. Failure to fulfill the continuing education requirement as determined by the Board of Directors; or
3. Falsification of application, felony offenses or other adverse professional action detrimental to the organization as defined by the Board of Directors; or
4. Failure to pay all dues and fees owed to ABQAURP.

Approved by the Board of Directors February 11, 2003