**HEC-C Certification Renewal Tracking Form**

HEC-Cs who select Path 2 or 3 may use the following form to keep track of their professional development activities over the 5-year certification period.

**Professional Activities**

Specified professional activities include both 1) **qualifying continuing professional education** and 2) **other specified professional activities** as defined by the HCEC Certification Commission.

1. **Qualifying Continuing Professional Education**

Any continuing professional education offered by any professional entity that addresses content related to the domains and tasks outlined in the HEC‐C Content Outline; the program provider must offer credit from an accredited sponsor (e.g. ACCME, ANCC, NASW, ACPE). In the event of an audit, you will be required to provide evidence of each activity. It is recommended that you maintain documentation for each education activity that includes

1. Number of continuing education hours earned related to HEC-C Content outline.
2. A certificate of completion that indicates number of hours earned and includes a statement that the provider offers credit from an accredited sponsor (e.g. ACCME, ANCC, NASW, ACPE).
3. An outline or schedule for the activity.

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| **Activity date(s)** | **Activity title** | **# of CE hours awarded** | **# of CE hours related to HEC-C Content Outline** | **Credit hours offered by an accredited provider?****Yes/No** | **HEC-C Domain(s) covered** |
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**2) Other Specified Professional Activities**

Specified professional activities must contribute to the practice of Healthcare Ethics Consulting and the majority of the content must be related to the domains and tasks in the HEC‐C Content Outline. Each method has specific criteria and, in each case, the majority content must map to domains and tasks on the HEC‐C Examination Content Outline.

**Academic Course Work**

Includes work for which one receives postsecondary academic credit that is related to Healthcare Ethics Consulting. Coursework can be at the graduate or undergraduate level. Applicants may claim up to 1 hour per classroom hour up to a maximum of 10 hours per course. In the event of an audit, you will be required to provide evidence of each activity. It is recommended that you maintain documentation for academic course work that can verify the information provided below.

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| --- | --- | --- | --- | --- |
| **Educational Institution** | **Completion Date** | **Course Title** | **Classroom hours (10 max)****elated to HEC-C Domains** | **HEC-C Domain(s) covered** |
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**Academic Instruction**

Served as lead instructor for a class or a course offered for academic credit at the post‐secondary level that is related to Healthcare Ethics Consulting. Applicants may claim up to 1 hour per classroom hour up to a maximum of 10 hours per original course. In the event of an audit, you will be required to provide evidence of each activity. It is recommended that you maintain documentation for academic instruction that can verify the information provided below.

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| --- | --- | --- | --- | --- |
| **Educational Institution** | **Completion Date** | **Course Title** | **Classroom hours (10 max)****related to HEC-C Domains** | **HEC-C Domain(s) covered** |
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**Professional Presentation**

An original presentation given upon acceptance after a peer‐review process at a meeting or conference of a professional organization. Applicants may claim a minimum of 0.25 and a maximum of 2 hours per unique presentation, including the time to prepare for the presentation and the actual presentation delivery. Hours claimed must each represent presentation of unique content and not a repeat presentation of previously presented content. In the event of an audit, you will be required to provide evidence of each activity. It is recommended that you maintain documentation for each professional presentation that can verify the information provided below.

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| --- | --- | --- | --- | --- |
| **Presentation date** | **Presentation title** | **Presentation sponsor (conference, course, organization, etc.)** | **# of hours related to HEC-C Content Outline** | **HEC-C Domain(s) covered** |
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**Institutional-Based Presentations**

Original presentations given within an institution or medical center and has been approved for continuing education credit from an accredited sponsor (e.g. ACCME, ANCC, NASW, ACPE). Examples include Grand Rounds, critical care conferences, and institutional lectures. Applicants may claim a minimum of 0.25 and a maximum of 2 hours per unique presentation, including the time to prepare for the presentation and the actual presentation delivery. Hours claimed must each represent presentation of unique content and not a repeat presentation of previously presented content.

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| **Presentation date** | **Presentation title** | **Organization providing presentation and target audience** | **Credit hours offered by an accredited provider?****Yes/No** | **# of hours related to HEC-C Content Outline** | **HEC-C Domain(s) covered** |
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**Publication Activities**

Original manuscript(s) published or accepted for publication. To qualify, a manuscript must be a journal article or text book chapter for healthcare professionals. Applicants may claim a maximum of 5 hours of time per unique publication. In the event of an audit, you will be required to provide evidence of each activity. It is recommended that you maintain documentation for each publication activity that can verify the information provided below.

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| --- | --- | --- | --- | --- | --- |
| **Manuscript title (article or chapter)** | **Name of publication and publisher** | **Check appropriate box** | **Date of publication or acceptance** | **# of hours related to HEC-C Content Outline** | **HEC-C Domain(s) covered** |
| **Text** | **Journal** |
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**Editorial Services**

Service as an editor, editorial board member, or as a peer reviewer for a journal or text book for healthcare professionals. Applicants may claim up to 10 hours per year for service as an editor or editorial board member, based on actual time served; and up to 1 hour per article or text book chapter peer reviewed. In the event of an audit, you will be required to provide evidence of each activity. It is recommended that you maintain documentation for each editorial service that can verify the information provided below.

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| **Check appropriate box** | **Name of publication and publisher** | **Check appropriate Box** | **Dates of service** | **# of hours related to HEC-C Content Outline** | **HEC-C Domain(s) covered** |
| **Text** | **Journal** | **Editor** | **Editorial board member** | **Peer reviewer** |
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