Internal Coding	Education Type	Type Code	Education Description	Proof of Completion	3-Year Maximum
ED_PROGRAM	Conferences/Courses	1	Participation in the following activities provided by a professional healthcare association, healthcare facility or provider of services to a healthcare facility, or an industry- recognized provider of education. Provider must award contact hours or a similar unit of continuing education. Participation in the same course more than once may be reported only once. • Conferences/Meetings/Workshops • Online courses • Webinars • Audio-conference • Self-study	Certificate of attendance/ certificate of completion with contact hours earned	No limit
ACDM_CRSWK	College or University Coursework	2	From an accredited college or university ▮ One (1) semester credit = 15 contact hours ▮ One (1) quarter credit = 10 contact hours Includes in-person and online.	Grade report or copy of transcript	15 contact hours
PROF_PRSNT	Presentations and Lectures	3	Presentation at an educational program or a meeting of a national, regional, state, or local professional association or society. Hours may be reported for the first time only of a presentation, for twice the length of the educational program, for the speaker's portion of that presentation.	Copy of program	15 contact hours
ACDM_TEACH	Academic Teaching	4	Teaching at an accredited college or university (permitted only if this is not your full-time job) ▮ One semester credit = 15 contact hours ▮ One quarter credit = 10 contact hours	Letter from academic institution	15 contact hours
EXAM_WRITR	Item Writing	5	Writing test items for an AHA-CC Examination 0.5 contact hours is awarded for each accepted test item.	Letter from the AHA-CC	15 contact hours
SELF_EXAM	Self-Assessment Exam	6	Completion of a Self-Assessment Examination (SAE) available through the AHA-CC earns five (5) contact hours.	Individual Mastery Report provided by PSI	10 contact hours

| WRIT_PUBLI | Authoring/Publishing | 7 | Authoring a book chapter or at least two articles published in professional journals or periodicals with documented circulation that exceeds 1,000 readers earns five (5) contact hours.
Publications must meet the following criteria:
▪ Be published within the three (3)-year certification cycle for which the professional education credit is being sought
▪ Relate to one or more content domain/task listed in the corresponding Examination content outline
▪ Bear the author's name, publication's name, and date of publication
▪ Be published outside of the certificant's facility or place of business. | Copy of the book chapter or articles | 15 contact hours |
| BOARD_MEET | AHA-CC Exam Development | 8 | Participation in AHA-CC scheduled meetings or working sessions including but not limited to job analysis survey development and results review, test item development, exam key verification, or SAE review or development.
One (1) contact hour per hour of participation. | Letter from the AHA-CC | No limit |

Activities eligible for certification renewal requirements must fall into at least one of the categories in the **CAVS Examination Content Outline** below:

CAVS Content Outline Category
Plan for Strategic Healthcare Volunteer Engagement
Advocate for Healthcare Volunteer Involvement
Attract and Onboard a Healthcare Volunteer Workforce
Prepare Healthcare Volunteers for their Roles
Document Healthcare Volunteer Involvement
Manage Healthcare Volunteer Performance and Impact
Acknowledge, Celebrate and Sustain Healthcare Volunteer Involvement