

**HEC-C Renewal
Professional Activity Tracking Form**

Use this form to document 40 hours of demonstrated healthcare ethics experience completed within your 5-year certification time period (see application for specific dates).

Name:

Credentials:

Definition of Qualifying Continuing Professional Education

Qualified continuing professional education credit hours offered by any professional entity may be used toward HEC-C renewal. The earned credit hours must address content related to the domains and tasks outlined in the HEC-C Content Outline. These credit hours must be from an accredited sponsor (e.g., ACCME, ANCC, NASW, ACPE). Attendance at meetings that offer qualified credit hours, but not earning those credit hours, is not sufficient.

In the event of an audit, you will be required to provide evidence of the information provided in the tracking forms submitted with your application. This documentation includes the following:

1. Number of continuing education hours earned related to HEC-C examination 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).

Activity date(s)	Activity title	Activity Provider	# of CE hours earned related to HEC-C Content Outline	Type of accredited continuing education hours (e.g., ACCME, ANCC, NASW, ACPE)	HEC-C Domain(s) covered
					<input type="checkbox"/> Assessment <input type="checkbox"/> Analysis <input type="checkbox"/> Process <input type="checkbox"/> Evaluation & Quality Improvement
					<input type="checkbox"/> Assessment <input type="checkbox"/> Analysis <input type="checkbox"/> Process <input type="checkbox"/> Evaluation & Quality Improvement
					<input type="checkbox"/> Assessment <input type="checkbox"/> Analysis <input type="checkbox"/> Process <input type="checkbox"/> Evaluation & Quality Improvement
					<input type="checkbox"/> Assessment <input type="checkbox"/> Analysis <input type="checkbox"/> Process <input type="checkbox"/> Evaluation & Quality Improvement

Institutional-Based Presentations

Any original presentation that addresses at least one domain of the HEC-C examination content outline, 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) may be used toward HEC-C renewal. Examples include grand rounds, critical care conferences, and institutional lectures. Applicants may claim a minimum of 0.25 hours 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 including

- Letter from your institution stating the date, title, and accrediting body.

Presentation date	Presentation title	Organization providing presentation and target audience	Name of accrediting body	# of hours related to HEC-C Content Outline	HEC-C Domain(s) covered
					<input type="checkbox"/> Assessment <input type="checkbox"/> Analysis <input type="checkbox"/> Process <input type="checkbox"/> Evaluation & Quality Improvement
					<input type="checkbox"/> Assessment <input type="checkbox"/> Analysis <input type="checkbox"/> Process <input type="checkbox"/> Evaluation & Quality Improvement
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Publication Activities

Any original manuscript published or accepted for publication that addresses at least one domain of the HEC-C examination content outline. To qualify, a manuscript must be a journal article or textbook. 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 publication including:

- Letter acceptance or title page with your name and date of acceptance or publication

Manuscript title (article or chapter)	Name of publication and publisher	Check appropriate box		Date of acceptance or publication	# of hours related to HEC-C Content Outline	HEC-C Domain(s) covered
		Textbook	Journal			
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Assessment <input type="checkbox"/> Analysis <input type="checkbox"/> Process <input type="checkbox"/> Evaluation & Quality Improvement
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Assessment <input type="checkbox"/> Analysis <input type="checkbox"/> Process <input type="checkbox"/> Evaluation & Quality Improvement
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Editorial Services

Service as an editor, editorial board member, or peer reviewer for a journal or textbook that addresses at least one domain of the HEC-C examination content outline. 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 textbook chapter peer reviewed.

In the event of an audit, you will be required to provide evidence including:

- Letter from publisher indicating role and dates of service.

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
Textbook	Journal		Editor	Editorial board member	Peer reviewer			
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Assessment <input type="checkbox"/> Analysis <input type="checkbox"/> Process <input type="checkbox"/> Evaluation & Quality Improvement	
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