

POLICY NUMBER: 8001

POLICY TITLE: Use of CAHIP CE Courses

CLASSIFICATION: Professional Development

DATE(S) AMENDED/APPROVED: September 2000, August 17, 2015, June 21, 2022, June 21, 2024, August 13, 2025

NEXT REVIEW DATE: 2028

PURPOSE:

To clarify use of CAHIP provided Continuing Education (CE).

POLICY:

CAHIP offers Continuing Education (CE) for the sole benefit of its members. CAHIP CE courses are only offered at CAHIP or local chapter events. An exception can be made for a co-sponsored event or use through custom event CE sponsorship by a member in good standing.

PROCEDURE(S):

- A. If there is a co-sponsored event with CAHIP or a local CAHIP Chapter and another entity, a CAHIP course can be offered, subject to the approval of CAHIP's VP of Professional Development. A CAHU Board member or a Local AHU Board member must be the point of contact for ensuring the course is presented following CAHIP's CE presentation requirements and the California Department of Insurance CE requirements.
- B. CAHIP recommends that all local CAHIP chapters wishing to offer CAHIP CE courses participate in the annual Professional Development/Education Program local chairs training call at the beginning of each Board Term.
- C. Members in good standing may coordinate a CAHIP-provided CE course at non-CAHIP events provided they pay required fees (fees TBD per event), manage all course logistics and promotion, include CAHIP credit in materials, use only CAHIP/CA DOI-approved courses unless otherwise arranged, and provide CAHIP exhibit space with a local chapter board representative present wherever possible. Such agreements must be approved by President, President-Elect, and VP of Professional Development.