Please use this Continuing Board Education Log to record the education you participated in to satisfy the education requirements.

Trustees completing the requirements for the IHA Board Certification program for the first time or renewing their certification must complete 12 hours of continuing board education (CBE) over a two-year period (current and previous calendar year only). **Education hours completed must be submitted annually.**

Regular updates provided at hospital board meetings do not constitute CBE. If distinct education component is included in conjunction with a regularly scheduled board meeting, the time spent in the educational component will count toward CBE. *(Minimum increment is 15 minutes)*.

At least four hours of the educational requirement must be completed in face-to-face programming.

### What education programs do not require IHA approval?
- Hospital board meetings with dedicated education sessions
- IHA education conferences, including:
  - IHA Critical Access and Rural Hospital Forum, Spring *(Approximately six hours CBE)*
  - IHA Governance Forum, Spring *(Approximately six hours CBE)*
  - IHA Summer Leadership Forum, June *(Approximately six hours CBE)*
  - IHA Annual Meeting, October *(Approximately 15 hours CBE)*
- IHA district meetings
- IHA council meetings
- IHA webinars and on-demand webcasts
- Trustee Foundations *(The Walker Company Healthcare Consulting, LLC)*
- American Hospital Association (AHA) education meetings and its affiliates, including the Center for Healthcare Governance and AHA Health Forum
- Programs from the Governance Institute, Leadership Summit, Estes Park Institute, AHA Health Forum Leadership Summit

### What education programs require pre-approval from IHA?
- Education that does not clearly target hospital/health system issues or governance.
- Other educational programs should be submitted to IHA for pre-approval. The following are examples of topics that may be used to fulfill the 12 hours of CBE requirements.
  - Health care reform
  - Health care environment, issues and trends
  - Finance
  - Compliance
  - Quality and patient safety
  - Requirements for public hospitals
  - Governance
  - Board’s roles and fiduciary duties
  - Diversity/cultural competency
### Hospital Information

Hospital ___________________________ How many members are on the hospital Board? __________

If you have been certified before, when was your last certification year? __________

### Applicant Information

Name ____________________________________________

Email (required) __________________________________

Type:  
F = face-to-face  W = webinar  A = audio conference  B = board meeting (education portion)

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<th>Type</th>
<th>Program (Title/Description)</th>
<th>Date Completed</th>
<th>Number of Hours</th>
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Total Hours

### How to submit this form

Please send completed log to:

Email: ihahospitalboardcertification@ihaonline.org
Fax: 515-698-5163

Mail: Iowa Hospital Association • 100 E Grand, Ste 100 • Des Moines, IA 50309 • Attn: IHA Hospital Board Certification Program

Form submitted by:

Name ___________________________ Email ___________________________