



Academy of Health Information Professionals Application for Membership: AHIP POINTS TALLY WORKSHEET

This is meant to be a worksheet for you to work from, if you wish, to help track of your activity. You will be asked to enter or transfer this information to an ONLINE TALLY FORM when you submit your AHIP application. Do not expect to submit this document. Thank you!

I. CONTINUING EDUCATION

You may claim a maximum of 50 points for Continuing Education. See the [MLA Competencies](#) to determine the area of competency for each activity. **Insert additional rows within each area as needed.**

A. Sponsored Learning. Sponsored learning encompasses all continuing education activities sponsored by an organization and not taken for academic credit. They include lecture series, year-long programs, MOOCs, institutes, seminars, short courses, and workshops.

Area of Competency	Course title	Sponsor/location	Date	CE hours	Points claimed

Points claimed for sponsored learning: _____

B. Academic Learning (indicate hours and type of term [quarter, trimester, or semester]).

Area of Competency	Course title	Institution	Credit or audit	Hours and term	Points claimed

Points claimed for academic learning: _____

C. Discussion Group Program.

Area of Competency	Discussion group program title	Date(s) for program	Points claimed

Points claimed for discussion group program participation: _____

D. Self-Directed Learning Program.

Area of Competency	Contract title	Dates	Points claimed

Points claimed for self-directed learning program participation: _____

E. Independent Reading Program.

Area of Competency	Independent reading program title	Date(s) for program	Points claimed

Points claimed for independent reading program participation: _____

TOTAL POINTS CLAIMED FOR CONTINUING EDUCATION: _____

II. INDIVIDUAL ACCOMPLISHMENTS

Under the appropriate category, list your activities and the number of points you are claiming for each. Activities that qualify for the MLA activity requirement for Distinguished level are marked with an asterisk (*). See the [AHIP Points Index](#) for points awarded, required documentation, and clarifications for the areas below.

A. Teaching.

Please note: Teaching activity performed as part of your job may not be claimed for AHIP points. Before claiming teaching points, consider the following questions:

- Does my boss expect me to do this activity?
- Is this performed using work hours without taking time off?
- Who's paying me to teach this class?

Arrange activities in this order:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. * Course development 2. (Co)instructor – sponsored instruction 3. (Co)instructor – academic course 4. Discussion group convener 5. * Self-directed learning contract mentor | <ol style="list-style-type: none"> 6. * Academy mentor 7. * Mentor: Other Category 8. Internship/practicum supervisor 9. Guest lecturer 10. * MLA webcast/webinar site coordinator |
|--|---|

Activity	Date(s)	Points claimed

Points claimed for all teaching activities: _____

B. Publishing

1. Authoring. See the [AHIP Points Index](#) for points awarded, required documentation, and clarifications for the areas below. Provide complete bibliographic citation.

Arrange activities in this order:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Peer-reviewed journal 2. Non-peer-reviewed journal 3. Systematic and Scoping Reviews 4. Newsletter (bylined article) 5. Commercially published book/chapter in a commercially published book | <ol style="list-style-type: none"> 6. Non-commercially published materials (DocKit, union list, directory, bibliography, index, etc.) 7. Software Development and Media Preparation |
|---|---|

Bibliographic citation	Points claimed

Points claimed for authoring activities: _____

2. Editing. See the [AHIP Points Index](#) for points awarded, required documentation, and clarifications for the areas below.

Arrange activities in this order:

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Journal 2. Newsletter | <ol style="list-style-type: none"> 3. Electronic mailing list/Website/database 4. MLA external book review |
|---|--|

Title of edited work	Time period	Points claimed

Points claimed for editing activities: _____

C. Meeting Participation See the [AHIP Points Index](#) for points awarded, required documentation, and clarifications for the areas below.

Arrange activities in this order:

1. Speaker/Poster Presenter
2. Exhibitor/demonstrator
3. Attendee

Activity/title of paper or poster	Conference	Date(s)	Points claimed

Points claimed for meeting participation: _____

D. Professional Association Participation. *Service in these areas counts toward the 5-point MLA activity requirement at the Distinguished Member level. Please do not submit activity served less than 1 year. Also, please be sure to claim the appropriate points for **each year** that you served and enter that total. Don't undervalue your activity and/or points.

Arrange activities in this order:

1. * MLA national officer, chair, or committee member
2. * MLA SIG convenor
3. * MLA annual meeting activities
4. * MLA chapter, section/caucus, domain hub: chair, delegate, committee member or liaison
5. * Chapter annual meeting activities
6. * Domain Hub Transitional Roles (February 2019 – May 2020)
7. National/international association (other than MLA) officer, chair, or committee member
8. National/international association chapter/section, group, or division officer, chair, or committee member
9. Regional, state, or local officer, chair, or committee member

Association	Position	Dates of service (year to year)	Points claimed

Points claimed for professional association participation: _____

E. Other Professional Activities. See the [AHIP Points Index](#) for points awarded, required documentation, and clarifications for the areas below.

1. Formal Consulting

Client	Dates of service	Points claimed

2. Funded Grants

Funding agency	Your role	Dates of award	Points claimed

3. Institutional Review Board (IRB)

Activity	Your role	Dates of award	Points claimed

4. Competencies Self-Assessment

Activity	Dates of award	Points claimed

5. MLA Oral History Program (*)

Your role	Subject	Date(s)	Points claimed

Points claimed for other professional activities: _____

TOTAL POINTS CLAIMED FOR INDIVIDUAL ACCOMPLISHMENTS: _____

POINTS SUMMARY

Continuing Education (50 point maximum)	Points claimed
Sponsored learning	

Academic learning	
Discussion group program	
Self-directed learning program	
Independent reading program	
Continuing Education TOTAL	
Individual Accomplishments	Points claimed
Teaching	
Publishing	
Meeting participation	
Professional association participation	
Other professional activities	
Individual Accomplishments TOTAL	
TOTAL POINTS CLAIMED	

If you are applying at Senior level, total professional association points included:	
If you are applying at Distinguished level, total professional association points included:	
If you are applying at Distinguished level, total MLA activity points included:	

If your application requires documentation, please remember:

- You must provide documentation for **all** activities claimed on this tally form. Missing documentation will delay your review.
- You may include with your documentation a copy of your MEDLIB-ED transcript to demonstrate CE credits earned as opposed to submitting individual certificates for each course. If the course you are claiming does not appear on your MEDLIB-ED transcript, please submit the certificate.
- You may include a screenshot of your MLANET archived activity (found in your MLANET profile) to show MLA service.
- Because webpages change, URL links are **not** accepted as documentation. Please create a screenshot showing your activity and submit this as proof.