



CPHFH CE Approval Application

November 2025

ihi.org/cphfh

CPHFH CE Approval Application

- Complete the form below and attach requested program information
- Pay the applicable fee online [here](#)
- Submit via email to certification@ihi.org

Only completed applications with payment can be processed. Please submit application information at least 6 weeks prior to your program.

Questions? Contact us at certification@ihi.org or 617.391.9927

Application Form

Name of Organization: _____

Staff Contact: _____ Job Title: _____

Email Address: _____ Phone Number: _____

Organization/Program website: _____

Program Title: _____

Was a current CPHFH involved in program planning/review? Yes No

If yes, please provide name, credentials, and contact email/phone:

Has your program been approved by other CE providers? Yes No

If yes, please list and include hours approved:

If approved, would you like your program to be publicly listed on ihi.org/cphfh? Yes No

If yes, please provide listing details (title, date, registration information and link (if applicable)):

Submission Requirements:

Organization/Program information (above)

Complete table and include supporting documentation (next page)

Fee payment ([online](#))

I hereby verify that the information contained in this application is true and accurate and affirm that my organization has responsibility for control over all aspects of the program(s) to ensure educational objectives and standards are met.

Print Name: _____ Job Title: _____

Signature: _____ Date: _____

CE Program Documentation

Title and Brief Description of Activity	Date of Activity <u>or</u> Enduring	Content Code (1-3)	CE Requested	Documentation
				<input type="checkbox"/> Timed Agenda <input type="checkbox"/> Objectives <input type="checkbox"/> Faculty bios
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CPHFH Content Codes

1. Assess and Analyze
2. Design
3. Improve and Monitor

Certified Professional in Human Factors in Health Care (CPHFH) Examination Content Outline

1 Assess and Analyze

- 1A Work Systems and Interactions
 - 1A1 Human(s)
 - 1A2 Tools and Technology
 - 1A3 Tasks
 - 1A4 Environment
 - 1A5 Organization
 - 1A6 External Factors
- 1B Process
 - 1B1 Workflow
 - 1B2 Adaptations
- 1C Work System and Process Measures
 - 1C1 Process/Outcomes Measures
 - 1C2 Interpretations & Limitations of Measures
 - 1C3 Issue/Event Identification and Analysis

2 Design

- 2A Design Process
 - 2A1 Stakeholder Identification
 - 2A2 User Elicitation
 - 2A3 Design Specification
 - 2A4 Design Testing Modalities/Prototyping
 - 2A5 Evaluation
- 2B Frameworks, Methods, and Tools
 - 2B1 Usability Analysis
 - 2B2 Task Analysis
 - 2B3 Human Reliability Analysis
 - 2B4 Macroergonomics
 - 2B5 User-Centered Design and Process
 - 2B6 Design Principles and Standards
- 2C Collaboration
 - 2C1 Integration with Adjacent Disciplines/Fields
 - 2C2 Co-Design and Collaboration
 - 2C3 Integrating Implementation

3 Improve and Monitor

- 3A Improvement

- 3A1 Proactive Safety Management
- 3A2 Iterative Improvement
- 3B Measurement and Evaluation
- 3B1 Data Analysis, Methods, and Outcomes
- 3B2 Data Presentation and Dissemination
- 3B3 Monitoring and Feedback

Secondary Classifications

1. Investigate sociotechnical systems from a human factors perspective to understand how work is done.
2. Identify appropriate data sources while considering limitations and potential uses.
3. Design and execute an investigation plan, compile, and analyze data (e.g., qualitative and quantitative), and share key findings.
4. Assess and analyze sociotechnical systems from a variety of methodological perspectives/models and frameworks.
5. Apply user experience principles and theories to conduct a targeted or holistic usability assessment.
6. Use findings to inform and optimize human and system performance.
7. Use inclusive and collaborative design approaches to develop and refine solutions.
8. Advocate for interventions and solutions for safety management.
9. Demonstrate ability to work collaboratively with multidisciplinary stakeholders, including patients/family members/guardians as appropriate.
10. Recognize and design solutions to address and/or close gaps in inequities.
11. Apply ethical considerations and adhere to ethical principles in human factors work.
12. Determine which regulatory, external, or other requirements are applicable to human factors work.
13. Contribute to fair and just culture by providing a human factors perspective.
14. Recognize the importance of context when considering interventions and solutions.
15. Recognize process/quality improvement and implementation methods and principles.
16. Develop and monitor measures to evaluate outcomes of human factors design and interventions.
17. Advocate/educate on and articulate the value of human factors science and principles.
18. Contribute human factors perspective to event reviews and development of action plans.
19. Share lessons learned/project findings to contribute to organizational learning.
20. Demonstrate basic project management skills.
21. Present data and outcomes to support the value of designs and/or solutions.
22. Design communications based on intended audience.