



December 2018

## New Year, New Online System!

A lot of change has been happening at ABIH over the last few years, and as 2018 comes to a close, we continue these improvements by launching our new online system to make certification maintenance, applying for credentials, and fee payment easier for CIHs, while giving you better access to your account information. QEPs and EPIs will be unaffected by system changes at this time.

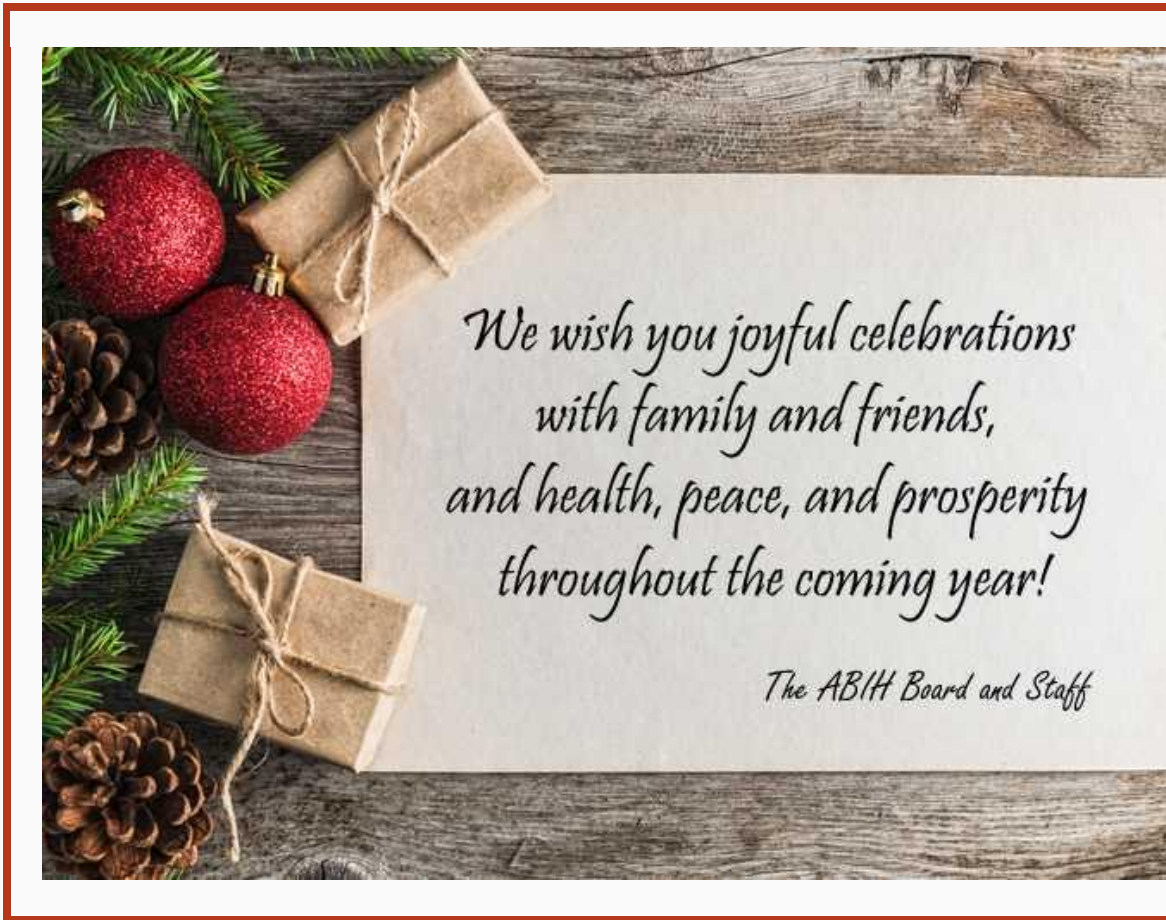
The first time you log in to ABIH's *Computer Application and Portfolio System* or CAPS, use your record number from your "My Account" login, <<Record ID>>, preceded by "IND-". Be sure to include the hyphen (minus sign). Your first-time, temporary password is your last name. You may change both your Username and Password once you are in the system. Please use the following information to log in to CAPS:

Username: **IND-<<Record ID>>**

Password: **<<Last Name>>**

CAPS is available through the *My Account* tab on the [ABIH website](http://abih.org) or [abih.org/CAPS](http://abih.org/CAPS).

Although we hope that everything works perfectly, as with all projects of this scope, you may find times when you need support, so we look forward to helping you and listening to your feedback to refine the system. We anticipate a higher volume of calls with the rollout of the new system, so we appreciate your patience as we all learn to navigate our new system together. Please refer to the list of Important Upcoming Deadlines and our Holiday Hours, below.



## Important Upcoming Deadlines

Please be sure to pay all fees before the deadline to avoid late charges.

- EPI/QEP 2019 Annual Renewal Fee Deadline is December 31, 2018
- CIH/CAIH 2019 Annual Renewal Fee Deadline is January 15, 2019
- CIH application/reapplication deadline is February 1, 2019
- CIH/CAIH CM worksheet deadline for the cycle ending 12/31/18 is February 1, 2019

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**Reminder: CIH Certification Maintenance (CM) Changes  
Effective November 1<sup>st</sup>, 2018**

[Click here to view a one-page summary of the changes.](#)

The ABIH Board and staff have been listening to your suggestions for improving the CM program and have made changes to give you more options for activities that are eligible for CM credit, while maintaining the high standard of your CIH credential!

These updated rules are applicable beginning with CM cycles ending 12/31/18.

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## **Holiday Hours**

The ABIH Office will be closed from Monday, December 24th, 2018 through Tuesday, January 1st, 2019. The office will re-open on Wednesday, January 2nd, 2019.

Regular Office hours are Monday through Friday, 8:00 a.m. - 4:30 p.m. (Eastern Time)

Telephone: (517) 321-2638



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