



## **AATB Certified Specialist Recertification Guide**

### **Introduction**

This guide provides the requirements and processes related to maintaining the Certified Specialist (CTBS/CRCS) credential. These guidelines are established to assist the CTBS & CRCS with continued learning and professional development. This Recertification Guide outlines policies and procedures regarding the collection, approval, and processing of continuing education credits and is available as a reference to all Certified Specialists.

### **Glossary of Acronyms**

*American Association of Tissue Banks: AATB*

*Certified Tissue Bank Specialist: CTBS*

*Certified Reproductive Cryotechnology Specialist: CRCS*

*Continuing Education Unit(s): CEU(s)*

### **Certification & Recertification Cycle**

The active certification cycle is three years. Recertification documentation and fees are due no later than December 31 of the third year of the certification cycle. Each certification cycle begins on January 1. Candidates will receive notification reminders during the third year of their recertification cycle. However, it is the individual's responsibility to ensure that AATB has up-to-date contact information. Individuals who fail to recertify will not be listed as a Certified Specialist and cannot use the CTBS designation.

### **Delinquent Recertification**

Delinquencies outside of the three-year certification cycle must be resolved within one year of the original recertification deadline. The individual will be required to retake the certification examination if their certification is not reinstated within this one year delinquent period. Delinquent recertification will result in a late fee.

### **CEU Accrual & Recertification**

CEUs may only be applied to a recertification if earned during that active certification cycle. CEUs do not roll up or roll over to future certification cycles.

**Example:** If the active certification cycle is January 1, 2019 – December 31, 2021, CEUs earned prior to the start of the certification period or following the recertification date may not be applied.

### **Request for Temporary Waiver**

Provisions for submission of temporary waivers for recertification credits may be granted in the following circumstances: active military duty, serious illness or injury, or other preclusion preventing the individual from being able to successfully fulfill the recertification requirements.

*Requests for delinquent recertification must be submitted in writing via e-mail directly to the AATB staff responsible for the oversight of the certification and recertification program.*

### **CEU Recertification Requirements**

To complete the recertification process, the individual must have a minimum of **40 CEUs**. There are no required educational credit types or categories.

### **How Do I Determine How Many CEUs Can Be Applied from a Program?**

**1 hour** of educational training, continued education of programming equates to **1 CEU**.

### **What Training and Education Can Be Used for CEUs?**

There are no longer limitations or category specific requirements for your recertification. All continued education may be utilized.

### **Examples of Acceptable Programming or Training**

- Anatomy & Physiology
- Aseptic Technique
- Authorization
- Biologics
- Biology
- Chemistry
- Community Development
- Concepts in Death & Dying
- Cryobiology
- Death Investigation
- Donor Eligibility & Screening
- Donor Family Aftercare
- Donor Family Services
- Donor Risk Assessment
- Embalming & Crematory Process
- Eye Donation
- FDA & Regulatory Practices
- Funeral Home Practices
- Hospital Development
- Informed Consent
- Leadership and Management Training
- LEAN Processes
- Medical Examiner & Coroner Cases
- Medical Terminology
- Organ Donation
- Pharmacology
- Physics
- Processing
- Professional Development
- Quality Assurance
- Quality Management
- Reconstruction Practices
- Religious Beliefs
- Sterilization & Decontamination
- Tissue Preservation
- Tissue Recovery

## Other Ways to Earn CEUs

Educator	Articles, Books, and Other Published Materials	AATB Committee Involvement
<p>Speaking, moderating, planning, facilitating; or organizing educational conferences, programs, training events; or in-service symposia related to tissue banking may apply for:</p> <p><b>2 CEUs</b> per program</p>	<p>Each publicly published article or abstract on topics related to the tissue banking profession appearing in magazines, journals, books, or published as booklets</p> <p><b>5 CEUs</b> per publication</p>	<p>Committee/Council: Chair Vice Chair Secretary <b>2 CEUs</b> per year of service</p> <p>Committee member: <b>1 CEU</b> per year of service</p>

### CEUs from College Courses

You may apply 1 CEU per credit hour for each successfully completed course. AATB may require a copy of transcripts for review.

### Supporting Documentation for CEUs

CTBS/CRCS are required to document their CEUs using the online AATB Portal. AATB performs annual random audits. CTBS/CRCS must maintain records confirming CEUs. This may be in the form of certificates, verification messages, and completed program evaluations.

### Recertification Fees

AATB Individual Member	Non-Member
Recertification Fee: <b>\$75.00</b>	Recertification Fee: <b>\$150.00</b>
Late Recertification Fee: <b>\$150.00</b>	Late Recertification Fee: <b>\$300.00</b>

*\*Late fees will be applied to certifications falling outside of the three-year recertification time frame. Recertification dues must be submitted online through the AATB Portal.*

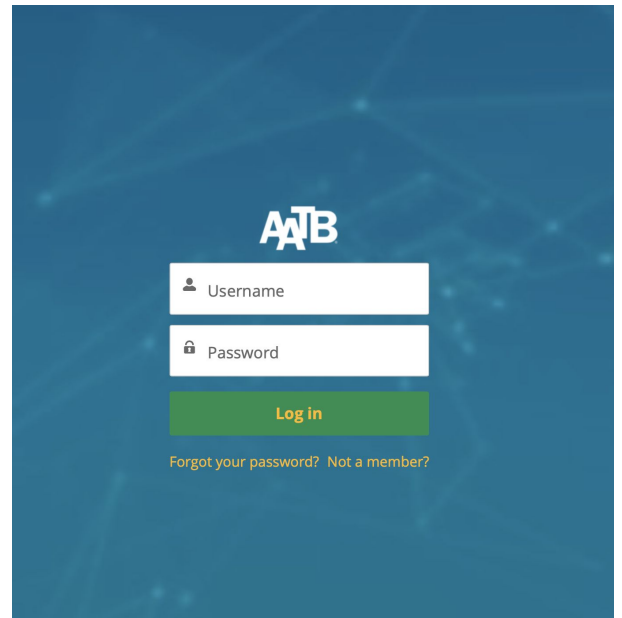
The recertification process for CTBS/CRCS must be completed online through the AATB Portal. All CEUs, forms, and payments must be submitted online in this platform.

AATB Portal: <https://aatbnetwork.force.com/aatb/s/login/>

### Step 1: Logging In

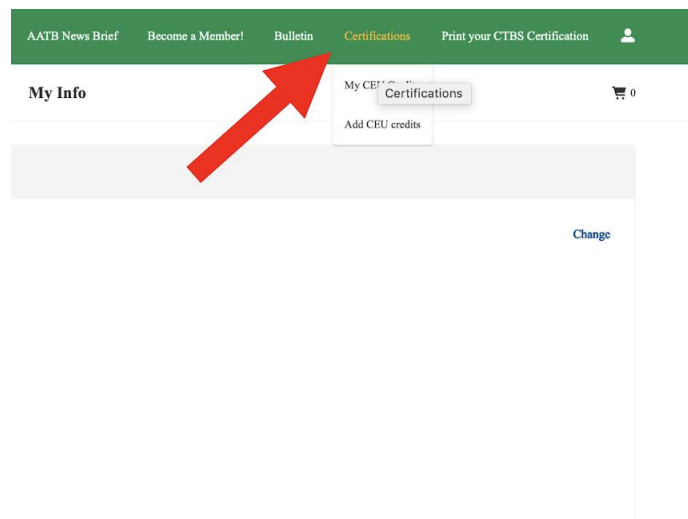
- ❑ **Username:** Email address on file.
- ❑ **Password:** Your designated password.
- ❑ **Forgot password:** If you forgot your password you may request a password reset here.

*\* If you do not receive your password reset or cannot access your email, contact AATB for further assistance.*



### Step 2: Adding CEUs

To view past credits and to submit new credits for recertification, click on **“Certifications.”**



## Step 3: Entering Your CEUs

### Code of Ethics

To submit CEUs for reviews, you must read and acknowledge the code of ethics.

To agree to the code of ethics, click “next” at the bottom of the page.

### CEU Details

The following information must be entered to submit credits for review:

- Title of Program:** Document the name of the program, event, or training you attended.
- Sponsoring Organization:** Document which company/organization hosted the event.
- Presenter or Speaker:** Document who conducted the program or list “multiple” if it was a multi-session program.
- Date:** Document the date the program took place. For a multi-day program, document the date the program began.
- CEU:** Document the total number of educational credits.

The screenshot shows the AATB Code of Ethics for CTBS form. At the top, there is a green header with the AATB logo and navigation links for Home, My Profile, and My CEUs. The main heading is "Code of Ethics for CTBS". Below this, the text reads: "American Association of Tissue Banks", "CODE OF ETHICS", and "The American Association of Tissue Banks is a professional organization dedicated to leadership, education, service, research, and integrity involving practices when interacting with professional colleagues and the public." It also states: "By submitting continued education units (CEU), all certified individuals through the American Association of Tissue Banks pledge to adhere to the following Codes, Principles, and Good Faith Practices." There are two bullet points: "As stewards of the gifts of donation, we are responsible for acting in accordance with the wishes of donors and their families." and "We honor and treat with respect the gifts of donated human tissue and strive to optimize use in order to save lives and improve the quality of life for persons who require tissue transplants." The form fields include: "Contact Information" with "First Name" (Jon) and "Last Name" (Squared); "Credits" with "Title of Program" and "Sponsoring Organization \*"; "Presenter or Speaker"; "Date \*" with a calendar icon; "Description"; "CEU \*"; and a checkbox "I hereby acknowledge the code of ethics \*". At the bottom right, there are three buttons: "Cancel", "Previous Step", and "Next".

### CEU Conversion Chart

1 Hour = 1 CEU

Time	30 Minutes	1 hours	1 1/2 hours	2 hours	3 hours
CEUs	.5	1	1.5	2	3

### Multi-Session CEU Entry Examples

Jon attended the AATB 2020 Annual Meeting from October 4-6. Jon should enter:

- Title of Program:** *AATB Annual Meeting*
- Sponsoring Organization:** *AATB*
- Presenter or Speaker:** *Multiple*
- Date:** *October 4, 2018*
- Certification Program:** *CTBS (or) CRCS*
- CEU:** *18*

Lou attended 20, 60-minute AATB webinars in the 2020 AATB Webinar Series. Lou should enter:

- Title of Program:** *AATB Webinar Series*
- Sponsoring Organization:** *AATB*
- Presenter or Speaker:** *Multiple*
- Date:** *January, 16 2018*
- Certification Program:** *CTBS (or) CRCS*
- CEU:** *20*

Melanie was a speaker at the 2020 AATB Annual Meeting and attended the entire conference.

Melanie should enter:

- Title of Program:** *AATB Annual Meeting*
- Sponsoring Organization:** *AATB*
- Presenter or Speaker:** *Multiple & Speaker*
- Date:** *October 4, 2018*
- Certification Program:** *CTBS (or) CRCS*
- CEU:** *21*

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## Step 4: Reviewing Your Current CEUs and Status

*\*Under the "My Certification Program(s) Status" seen in Step 3*

- ❑ **Status:** *Indicates if your certification is in good standing.*
- ❑ **Recertification Status:** *Indicates where you are in your recertification process.*
- ❑ **Date Enrolled:** *Indicates when you first became certified.*
- ❑ **Recertification Date:** *Indicates the date when you must complete the recertification process.*
- ❑ **Expiration Date:** *Indicates when you must retake the exam.*
- ❑ **Total Approved CEUs:** *Indicates how many CEUs are awaiting review for this recertification cycle.*

## Step 5: Paying Your Recertification Dues

- ❑ Once you have 40+ approved CEUs an invoice will be generated in your AATB portal in the "Invoices" tab on the left-hand navigation.



Jonathan Boyd

My Info

Subscriptions

Payment Methods

Invoices

Payments

Standards & Publications

Badges

Account Update

CTBS Exam

Invoices 🛒 0

**Past Due**

Total Balance Due  
**\$75.00**

Pay Now

**Upcoming Order #:**

Total Balance Due  
**\$0.00**

**Open Orders**

Total Balance Due  
**\$75.00**

Pay Now

Open Orders   All Orders

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Search Date Range

01/01/2020 - 12/31/2020 👁️ 📄 Pay

Orders found: 1

Order/Invoice #	Items	Due Date ↑	Balance Due
000007871	CTBS Recertificaion	10/16/2020	\$75.00

- ❑ Complete the billing and payment information. Please note that the ability to pay dues will ONLY calculate once the required CEUs have been submitted and approved.
- ❑ Once dues have been submitted, the recertification process is complete and your recertification date in your portal and the associated certificate will increase by three years.

### Replacement & Updated Certificates

Replacement certifications are no longer mailed. To download your certificate, click **“Print your CTBS Certification”** at the top, right-hand side of your portal home page.

Your recertification date will only update once you have met the CEU requirements and submitted your recertification dues.

### Questions:

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