



## **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.

*\*For readers viewing this guide electronically, hyperlinks to online resources and additional AATB Guides may be found on the last page of this document.*

### **Glossary of Acronyms**

*American Association of Tissue Banks: AATB*

*American Board of Tissue Banks (ABTB)*

*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, 2015 – December 31, 2017, 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**

Option 1	Option 2
60+ total CEUs	40+ total CEUs
No specific category requirements	20+ must be category 2 CEUs

**Continuing Education Credit Categories & Examples**

*\*Category examples include but are not limited to the following:*

Life Science Topics <i>Category 1</i>	Medical/Social Topics <i>Category 1</i>	Ethical, Moral and Legal Topics <i>Category 1</i>	Management/ Administration <i>Category 1</i>	Tissue Banking Credits <i>Category 2</i>
Anatomy & Physiology	Death and Dying Concepts	Informed Consent/ Authorization	Hospital Development	Donor Screening & Testing
Medical Terminology	Donor Family Services	Brain Death	Management & Leadership	Aseptic Technique Training & Recovery
Biology	Gamete Donor and Recipient Concepts	Religious Beliefs Associated with Donation	Marketing Practices	Processing, Preservation, Quarantine, and Storage

<b>Life Science Topics</b> <i>Category 1</i> <i>Continued ..</i>	<b>Medical/Social Topics</b> <i>Category 1</i> <i>Continued ..</i>	<b>Ethical, Moral and Legal Topics</b> <i>Category 1</i> <i>Continued ..</i>	<b>Management/ Administration</b> <i>Category 1</i> <i>Continued ..</i>	<b>Tissue Banking Credits</b> <i>Category 2</i> <i>Continued ..</i>
Chemistry	Aftercare Practices	ME/Autopsy/Death Investigation	Professional Development	Tissue or Specimen Packaging
Physics		Bioethics	Management & Leadership Training	Donor Eligibility, Assessment & Documentation
Cryobiology		Funeral Home & Embalming	Community Relations	Quality Assurance/Quality Control
Pharmacology			LEAN & Process Improvement	Processing Equipment/ Instruments
				AATB & FDA Specific Inspection & Auditing Practices
				Approved CTBS Exam Question Submission (2 credits per submission)

### Other Ways to Earn CEUs

*\* additional credits may only be applied when earned during an active certification cycle*

<p><b>Educator</b></p> <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><b>Articles, Books and Other Published Materials</b></p> <p>Each publicly published article or abstract on topics related to the tissue banking profession appearing in magazines, journals, books, or published as booklet</p> <p><b>5 CEUs</b> per publication</p>	<p><b>AATB Committee Involvement</b></p> <p><i>*category 2</i></p> <p>Committee/Council; Chair/ Vice Chair/ Secretary:</p> <p><b>2 CEUs</b> per year of service</p> <p>Committee member:</p> <p><b>1 CEU</b> per year of service</p>
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### 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.

*\*General education or continued education (i.e. college courses) may be applied as recertification CEUs under Category 1.*

### Recertification Fees

*\*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.*

Unsure if you are an AATB Individual Member?

[CLICK HERE](#) for more details and information surrounding AATB membership.

AATB Individual Member	Non-Member
Recertification fee: <b>\$75.00</b>	Recertification fee: <b>\$150.00</b>
Additional late fee: <b>\$75.00</b>	Additional late fee: <b>\$150.00</b>

To learn how to complete your online recertification, submit CEUs, and pay your dues:

[CLICK HERE](#)

#### Questions:

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