

Effective January 2025



# Certified Tissue Bank Specialist Recertification Guide

## **Introduction**

The AATB Certified Tissue Bank Specialist (CTBS) recertification guide provides information on recertification policies, requirements to renew the CTBS certification, and the requirements to reactivate an expired certification.

## **Purpose of Recertification**

Changes in healthcare research, practices, and technology affect professional practice, and because these changes can impact patient and public safety, AATB's Certification Committee established the policy of a three (3) year cycle for certification. Renewing the CTBS certification every three years demonstrates that the certified individual meets the requirements for continued competence by updating and/or reinforcing their knowledge and showing commitment to continued learning. Certification can be renewed through various continuing education programs and/or professional development activities related to the field of tissue banking.

## **Recertification Policies**

1. The CTBS certification, initial or renewal, is active for a period of three (3) years. Each certification cycle begins on January 1 and ends on December 31 of the third year.
2. Certification must be renewed before it expires.
  - 2.1. Certified professionals are required to know when their certification expires and are responsible for renewing their certification on time.
  - 2.2. Failure to receive recertification notices or reminders of expiration does not excuse failure to renew on time.
  - 2.3. Submission of required Continuing Education Units (CEUs), proof of attendance (if requested by AATB), and recertification fees are due no later than December 31 of the third year of the certification cycle.
  - 2.4. Professionals who fail to recertify will not be listed as a Certified Tissue Bank Specialist and cannot use the CTBS designation.
3. The recertification process (CEUs submissions and payment) must be completed online through AATB's Portal. All supporting documentation, if requested by AATB, must be submitted by email to [ctbs@aatb.org](mailto:ctbs@aatb.org).

## **Lapse of Certification**

1. Professionals who fail to recertify by December 31 of the third-year certification cycle have a grace period of **60 days** to resolve any delinquencies and recertify. A late fee of \$150 will apply for members and a late fee of \$300 for non-members.
2. Professionals who fail to recertify within the 60-day grace period will be required to retake the CTBS examination to regain the CTBS designation.

### **Request for Temporary Waiver**

Temporary waivers for recertification may be granted in the following circumstances: active military duty, hardships caused by unforeseen medical conditions, or natural disasters preventing the individual from being able to successfully fulfill the recertification requirements. AATB's Certification Committee may consider extensions if requested in writing prior to the lapse date and supported by sufficient and applicable documentation. All requests will be subject to review and approval. Request for temporary waiver and appropriate documentation must be submitted to AATB at [ctbs@aatb.org](mailto:ctbs@aatb.org).

### **Continuing Education**

Continuing education requirements are intended to promote continued competence, development of knowledge and skills to enhance professional practice, and judgment beyond the levels required for entry-level practice. Continuing education activities and content must be relevant to the field of tissue banking and must focus on increasing knowledge, skills, and abilities to improve practice.

Acceptable continuing education activities include, but are not limited to, the following topic areas:

- 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
- 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
- Quality Assurance
- Quality Management
- Reconstruction Practices
- Religious Beliefs
- Tissue Preservation
- Tissue Recovery
- Sterilization & Decontamination

Professional development activities that are not relevant to tissue banking will be declined.

Unacceptable continuing education activities may include but are not limited to:

- Company policies/compliance training (e.g., sexual harassment, acting shooter, employee onboarding training, bloodborne pathogen, etc.)
- Microsoft training
- Staff/department meetings without an educational component (if education opportunities are provided within these meetings, a formal meeting agenda outlining

relevant educational topics covered may be requested by AATB prior to approval)

### Continuing Education Units (CEUs) Requirements

1. Certified professionals must have **40 CEUs** submitted to AATB on or before their certification expiration date. Professionals who fail to submit CEUs by December 31 of the third-year certification cycle have a grace period of **60 days** to submit.
2. A minimum of **20 CEUs** must be AATB-sponsored education.
3. CEUs may only be applied to recertification if the credits are earned during the active certification cycle. For example, if the active certification cycle is **January 1, 2020-December 31, 2023**, CEUs earned prior to January 1, 2020, or after December 31, 2023, will not apply towards recertification.
4. Request for CEUs must be submitted individually. Submissions must include:
  - 4.1. **Activity Title** (for recurring activities such as annual conferences or monthly training, please include the year/month the activity was held. (For example, 2023 AATB Annual Meeting, 2024 AATB Annual Meeting, April 2024 EMR Training, May 2024 EMR Training etc.)
  - 4.2. **Sponsoring Organization**
  - 4.3. **Activity Date** (for activities held over multiple days, please include the first day of the activity. (For example, AATB Annual Meeting, September 15-18, 2023, the date entered should be September 15, 2023)
  - 4.4. **CEUs Requested**
5. As you complete your continuing education activities, enter the information into your AATB Portal Account.

### Calculating CEUs

1. CEUs must be calculated by the certified professional when the sponsoring organization does not offer a **Certificate of Attendance** designating the maximum number of credits earned. AATB may request a copy of the activity agenda along with **AATB's CEU Credit Verification Form**.
2. CEU credit for in-person and live online activities is determined by measuring formal interaction time between the speaker/trainer/facilitator and the learners/audience. Please subtract the time allotted for breaks and/or meals.
3. CEUs are designated in 15-minute or 0.25 credit increments and rounded to the nearest quarter hour. Please do not submit activities that are less than 15 min. Please see the table below.

Time of Instruction/Lecture	Designated Credits
15 min.	0.25 CEU
30 min.	0.50 CEU

45 min.	0.75 CEU
60 min.	1 CEU

### Other Professional Activities that Qualify for CEUs

Professional Activity Category	Brief Description	CEUs
Presentations	Participating as speaker, moderator, trainer and facilitator in educational conferences, programs, or trainings related to tissue banking.	2 CEU/Program
Publication/Research	Professional articles or abstracts on topics relevant to the tissue banking profession <b>that are published</b> in industry magazines and/or journals.	5 CEUs/per publication
Professional Service	<ol style="list-style-type: none"> <li>1. Participating in AATB committees or councils as Chair, Vice-chair, and Secretary.</li> <li>2. Committee members.</li> </ol>	2 CEUs/year of service 1 CEU/year of service
Academic Credits	Successful completion of academic courses. <i>Copies of transcripts may be requested.</i>	1 CEU/per academic credit earned.

### Audit

AATB performs random audits of CEU submissions. If your record is audited, you will be required to submit supporting documents. Please maintain supporting documentation for the entire three (3) year certification cycle. Acceptable documentation includes:

- Certificate of attendance designating the number of CEUs earned. If the certificate does not include the CEUs earned, AATB may request a copy of the program outline/agenda.
- Registration confirmation receipts, and/or attendance roster/sign-in sheets along with program outline/agenda.
- Academic transcripts for college courses. ***Please note the course content must be applicable to your certification.***

### Recertification Fees

Professionals who fail to recertify by December 31 of the third-year certification cycle have a grace period of **60 days** to resolve any delinquencies and recertify. A late fee will apply to certification renewals received during the 60-day grace period. Recertification dues must be submitted online through the AATB Portal.

Member	Non-Member
On-time Renewal: \$75	On-time Renewal: \$150
Late Renewal: \$150	Late Renewal: \$300

### **Maintaining Your Contact Information**

You are responsible for notifying AATB of any changes to your name or contact information. Failure to keep your information up to date may result in not receiving critical information about your certification. Please email any changes to [aatb@aatb.org](mailto:aatb@aatb.org)

### **AATB Contact Information**

If you have any questions about AATB’s CTBS recertification process and/or policies, please contact AATB at:

**Email :** [ctbs@aatb.org](mailto:ctbs@aatb.org)

**Phone :** 703.229.1033

Visit [AATB’s website](#) to download the most current recertification guide. Recertification guidelines can change to reflect changes in practice. You are responsible for tracking your recertification date, keeping your contact information current, and completing the certification requirements in a timely manner. Failure to maintain current contact information with AATB will result in missing critical updates regarding your certification.