



How to Complete Your Online Recertification

Glossary

American Association of Tissue Banks: AATB

Certified Tissue Banking Specialist: CTBS

Certified Reproductive Cryotechnology Specialist: CRCS

Continuing Education Unit(s): CEU(s)

Background and objective

The recertification process for CTBS/CRCS must be completed online through the AATB Portal. All CEUs, conflict forms and payment must be submitted online in this platform. This guide will provide instructions and directions for completing this process.

Use this link to log in to the portal: <https://aatbnetwork.force.com/login>

Step 1: Logging In

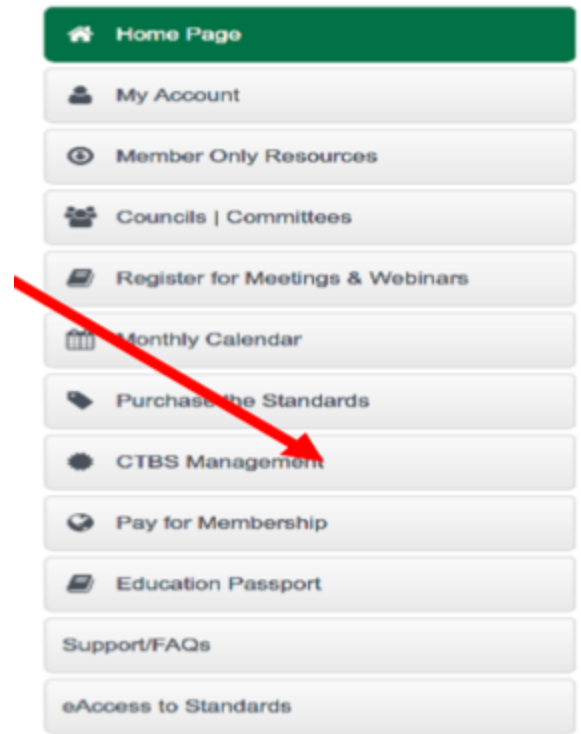
- Username:** E-mail address on file
- Password:** Your designated password
- Forgot password:** If you forgot your password you may request a password reset here
- Sign Up:** If this is your first time making an AATB account this is where you may get started

The screenshot shows the AATB login page. At the top center is the AATB logo. Below it is a white login form with a light green background. The form contains the following elements: a 'Username' label above a text input field; a 'Password' label above a password input field with a yellow background and masked characters; a yellow 'Log In' button; a 'Remember me' checkbox; a 'Forgot Your Password?' link; and a 'Sign Up' link.

** If you do not receive your password reset or cannot access your e-mail, contact AATB for further assistance.*

Step 2: Access Your Certification

Once you have logged in to your account click on the section titled, "CTBS Management."



Step 3: Access and Enter Your CEUs & Documentation

The screenshot shows the AATB website interface. On the left is a user profile for Jonathan Boyd. The main content area is titled 'Certification' and includes a 'Quick Links' section with buttons for 'Add CEU Credits', 'My CEU Credits', 'My Certification Program(s) Status', 'Sign Re-certification Code Of Conduct', 'Certification Exam File Uploads', and 'Print your CTBS Certification Card'. Below this is a 'Programs' section listing 'Certified Reproductive Cryotechnology Specialist (CRCS)' and 'Certified Tissue Bank Specialists (CTBS)'. The CTBS program description states: 'AATB manages a certification program titled Certified Tissue Bank Specialist (CTBS) with roughly 3,000 certificants. Applicants must take a test which is administered once annually at AATB's annual meeting and roughly 25 other sites throughout the US (hopefully move to an online exam). Once certified, certificants must earn 40 CEUs over the course of the next three years in order to be qualified to recertify. Certification is for three years, with a maintenance fee of \$75 for members and \$150 for non-members, plus a late fee of \$75 for each year late to Recertify up to two years (and a sign-off on a code of conduct). AATB offers a program for Certification of Tissue Banking Personnel. The Certified Tissue Bank Specialist Examination tests candidates on their knowledge in the following areas of Tissue Banking including, but not limited to, donor suitability determination, tissue recovery, tissue processing, decontamination techniques, quality control and product testing, labeling, record-keeping, and clinical application of allografts. The examination is based upon the AATB Standards and associated regulatory requirements for tissue banking.'

- Click "Add CEU Credits" to submit your educational credit for review.
- Click "My CEU Credits" to review the status of your current submissions.
- Click "Sign the Re-certification Code of Conduct" to complete your required agreement.

Step 4: entering CEUs

Education

Create a New CEU Credit

Note: Submitted CEUs will not be reviewed until 40 have been reached.

In order to ensure that the CTBS certificate is sent to the proper address, please update your mailing address by clicking [here](#)

Title of Program

Sponsoring Organization *

Presenter or Speaker

Date *
Ex: MM/DD/YYYY

Category *

Description

Certification Program *

Type

CEU *

- ❑ 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 which the program took place, or, the first date if it was a multi-day program.
- ❑ Category: Document the most applicable category, Category 1 or Category 2. * **Click Here** to review the recertification requirements for more detail.
- ❑ CEU: Document the total number of educational credits.

CEU Conversion Chart

50 minutes = 1 CEU

Time	1 hour	1 ½ hours	2 hours	2 ½ hours	3 hours
CEUs	1.2	1.8	2.4	3	3.6

Multi-Session CEU Entry Example

Jon attended the AATB 2017 Annual Meeting from October 4-6. The entry would be;

- Title of program: ***AATB Annual Meeting***
- Sponsoring organization: ***AATB***
- Presenter or speaker: ***Multiple***
- Date: **October 4, 2017**
- Category: ***Category 2***
- Certification program: **CTBS (or) CRCS**
- CEU: **17.9**

Lou attended 20, 60 minute AATB webinars in the 2018 AATB Webinar Series. The entry would be;

- Title of program: ***AATB Webinar Series***
- Sponsoring organization: ***AATB***
- Presenter or speaker: ***Multiple***
- Date: **January, 16 2018**
- Category: ***Category 2***
- Certification program: **CTBS (or) CRCS**
- CEU: **24**

Melanie was a speaker at the 2017 AATB Annual Meeting and attended the entire conference.

The entry would be;

- Title of program: ***AATB Annual Meeting***
- Sponsoring organization: ***AATB***
- Presenter or speaker: ***Multiple & Speaker***
- Date: **October 4, 2018**
- Category: ***Category 2***
- Certification program: **CTBS (or) CRCS**
- CEU: **21.9**

Step 5: reviewing your current CEUs and status

**under the “my certification” seen in Step 3*

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

The screenshot displays a web interface for 'Enrolled Programs'. At the top, there are navigation buttons: 'First', 'Prev', '1', 'Next', and 'Last'. Below this is a section titled 'Certification Program History'. The first entry is for the 'Program Name: Certified Tissue Bank Specialists (CTBS)'. The details for this program are as follows:

- Status: Current
- Re-certification Status: CEUs Approved
- Date Enrolled: 9/8/2012
- Re-certification Date: 12/31/2018
- Paid through Date: 12/31/2018
- Expiration Date: 1/1/2021
- Total Approved CEUs Earned: 0.00
- Re-certification CEUs for current cycle: 0.00
- Pending Tissue Banking CEUs for Re-certification: 14.00
- Re-certification Code of Conduct Submitted: Yes

Step 6: paying your recertification dues

**the ability to pay dues will ONLY calculate once the required CEUs have been submitted and approved.*

Recent Activity

Recent Orders

Date	Order Number	Type	Total	Amount Paid	Balance Due
9/24/2015	ORDER-02371	Re-Certification	\$75.00	\$75.00	\$0.00
7/2/2015	ORDER-01805	New Membership	\$225.00	\$225.00	\$0.00
7/2/2015	ORDER-01804	New Membership	\$225.00	\$0.00	\$225.00

- Log in to your AATB Portal Account * see step 1
- Scroll to the bottom of the page
- Click the ORDER for Re-Certification
- Complete the billing and payment information

Congratulations! You are now certified for another three years.

**Certification mailing: You MUST have a current mailing address for your certificate to be shipped to, or, you may download the printable certification card if you do not require the mailing of a new or replacement certificate.*

Mailings are completed in batches. Please allow several weeks to pass for shipment to take place.

Questions:

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