AATB Certified Specialist Recertification Guide

Introduction
This guide provides the requirements and processes related to maintaining the Certified Specialist (CTBS/CRCS) credential. The requirements and standards for recertification are developed and administered by the American Association of Tissue Banks (AATB).

AATB established criteria for the recertification of the Certified Tissue Bank Specialist (CTBS) in 1993 and for the Certified Reproductive Cryotechnology Specialist (CRCS) in 1995. The titles of Certified Tissue Bank Specialist (CTBS) and Certified Reproductive Cryotechnology Specialist (CRCS) are synonymous with the term, Certified Specialist in this Handbook.

Purpose of Recertification
The American Association of Tissue Banks (AATB) regards education as an evolving and continuous process. These guidelines are established to assist the Certified Specialist with continued learning and professional development. AATB urges the Certified Specialist to establish a personal schedule of continuing education to reflect such an ongoing commitment to continued professional growth. This Recertification Guide outlines policies and procedures regarding the collection, approval, and processing of continuing education units (CEUs) and is available as a reference to all Certified Specialists.

General Requirements
To maintain certification, the Certified Specialist must:

1. Successfully complete and submit 40 AATB-approved Continuing Education Units (CEUs) during the last year of each three-year certification cycle following initial certification, using the Recertification Activity Form. The CEUs submitted must include a minimum of 14 credits earned in the Tissue Banking Practices category as identified below, and may not exceed the maximum credits identified in any area

OR

2. Retake the certification examination and achieve a passing grade
Categories for Earning Recertification Credits

<table>
<thead>
<tr>
<th>Professional Development Area</th>
<th>Continuing Education Units (CEUs)</th>
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<tbody>
<tr>
<td><strong>Continuing Education (In-service, meeting/workshop attendance) – No CEU limit</strong></td>
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<tr>
<td>Life Sciences (including, but not limited to):</td>
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<td>• Anatomy &amp; Physiology</td>
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<td>• Medical Terminology</td>
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<td>• Biology</td>
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<td>• Chemistry</td>
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<td>• Microbiology</td>
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<td>• Virology</td>
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<td>• Pharmacology</td>
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<td>• Cryobiology</td>
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<td>• Physics</td>
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<td>• Pathology</td>
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<td>• Psychology</td>
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<td></td>
<td>1.2 CEUs per hour</td>
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<td>Supplies and Equipment (including, but not limited to):</td>
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<td>• Processing Equipment/Instruments</td>
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<td>• Recovery Equipment/Instruments</td>
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<tr>
<td>• Tissue Storage/Distribution Equipment</td>
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<td></td>
<td>1.2 CEUs per hour</td>
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<tr>
<td>Tissue Banking Practices (including, but not limited to):</td>
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<tr>
<td><strong>A minimum of 14 CEUs from this category is required</strong></td>
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<tr>
<td>• Donor Screening and Testing</td>
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<td>• Sterile Technique</td>
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<tr>
<td>• Processing, Preservation, Quarantine, and Storage</td>
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<tr>
<td>• Gamete Recipient Screening Procedures</td>
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<td>• Packaging</td>
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<td>• Donor Suitability</td>
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<td>• Labeling and Storage</td>
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<tr>
<td>• Quality Assurance/Quality Control</td>
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<tr>
<td>• Distribution, Dispensing and Return of Tissue</td>
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<tr>
<td>• Tissue Recovery and Collection</td>
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<td>• Tissue for Education and/or Research</td>
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<td>• Record Keeping</td>
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<td>• Aseptic Technique</td>
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<td>• Safety Practices</td>
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<td>1.2 CEUs per hour</td>
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<td>Medical/Social Issues (including but not limited to):</td>
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<td>• Transmissible Diseases</td>
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<td>• Death and Dying concepts</td>
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<td>• Donor Family Services</td>
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<td>• Gamete Donor and Recipient concepts</td>
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<td></td>
<td>1.2 CEUs per hour</td>
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<tr>
<td>Ethical, Moral and Legal Issues (including but not limited to):</td>
<td>1.2 CEUs per hour</td>
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<td>• Informed Consent/Authorization</td>
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<td>• Brain Death</td>
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<td>• Thanatology (study of death)</td>
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<td>• Use of tissue for research and/or education</td>
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<td>• Religious Beliefs Associated with Donation</td>
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<tr>
<td>• Reproductive Surrogacy</td>
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<tr>
<td>Tissue Bank Administration (including but not limited to):</td>
<td>1.2 CEUs per hour</td>
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<tr>
<td>A maximum of 8 CEUs is applicable toward re-certification</td>
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<tr>
<td>• Hospital Development</td>
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<td>• Administrative Practices</td>
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<td>• Marketing Practices</td>
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<td>• Professional Development</td>
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**Additional Certifications Earned During A Recertification Cycle**

Other relevant certifications earned (e.g. quality, project management, clinical research). Verification of Certification may be requested.

5 CEUs per completed/passed examination

**Course Organizer, Faculty, Speaker, Trainer**

Faculty, instructor or individual speaker at a tissue banking related training or educational program or course (includes webinars), requiring preparation of course materials or handouts in addition to presentation. Subject matter must be related to tissue banking, including related business and management functions. (Each course may only be submitted one time for credit, and training/courses are only applicable to those taught outside your organization, i.e., AATB meeting or webinar, college level course, etc.).

Faculty or instructor for a tissue banking related course offered by an accredited university or college, requiring lecture and preparation of course materials. Presentations that are repeated may not be included unless content has been revised.

4 CEUs per hour of instruction

Panel member on tissue banking topics and issues not requiring preparation of course materials or handouts.

2 CEUs per hour of presentation

Organizing or planning committee for a training/educational program, course or conference track or session related to tissue banking. Additional credits can be earned for speaking at this event. Presentations should be documented separately from role as organizer.

2 CEUs per program, course

Instructor or speaker for tissue banking-related presentations or training programs within your own organization. If presentations are offered on a single topic throughout the year, topic may only be submitted one time unless the program undergoes is significant revisions. This does not include presentations completed for company-specific information, which may be part of one’s paid position.

4 CEUs per hour of instruction (16 credits maximum per course)
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<thead>
<tr>
<th><strong>Post-Secondary Education</strong></th>
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<tr>
<td>Upon successful completion of a college level course with a ‘C’ grade or better, or a certificate of competency from a college, university, or technical institute.</td>
<td>3 CEUs per semester hour</td>
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<tr>
<th><strong>Articles, Books and Other Published Materials (maximum 15 CEUs)</strong> (May include materials published in print and/or electronic format.)</th>
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<tbody>
<tr>
<td>Each published, peer-reviewed article, manuscript and/or chapter on topics related to the tissue banking profession appearing in magazines, journals, books, or published as booklets.</td>
<td>5 CEUs per article</td>
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<tr>
<td>Author of a book addressing issues/topics relevant to tissue banking profession.</td>
<td>Based on length and topic; maximum of 15 CEUs</td>
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<tr>
<td>Editor, member of editorial or peer-review board of journal, magazine or book related to tissue banking profession that requires publication planning, author management and review.</td>
<td>5 CEUs per publication</td>
</tr>
<tr>
<td>Review of an article with proof of obtaining a passing grade on an associated post-test.</td>
<td>CEUs accepted as awarded in each article</td>
</tr>
<tr>
<td>Brief editorials or columns (less than one printed page) and/or Letters to the Editor related to tissue banking published in professional publications, including Newsletters.</td>
<td>1 CEU each</td>
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<tr>
<td>AATB Abstract accepted for poster display at an AATB Meeting.</td>
<td>5 CEUs per abstract</td>
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<tr>
<th><strong>CTBS Examination</strong></th>
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<tr>
<td>Development/submission of questions and/or acceptance of questions with 4 multiple-choice responses (correct response should be highlighted) for the CTBS examination. Submission(s) must include identification of a relevant published reference, i.e., AATB Standards, (including specific of the document section).</td>
<td>1 CEU per question submitted (with responses, and references) and an additional 4 CEUs if a question is accepted by AATB.</td>
</tr>
<tr>
<td>Exam Preparation and Review</td>
<td>2 CEUs per exam</td>
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<tr>
<th><strong>Leadership in Relevant Professional and Trade Organizations</strong></th>
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<tr>
<td>Committee or Council Chair.</td>
<td>2 CEUs per year of service</td>
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<tr>
<td>Member of a committee, task force, or other appointed group (must be approved as being an active participant by the Chair/AATB Liaison to the Committee, Task Force, etc.).</td>
<td>1 CEU per year of service</td>
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<tr>
<th><strong>Other</strong></th>
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<tr>
<td>AATB may identify other special initiatives that are eligible for recertification credits and will announce these as they become available. Certified Specialists may also contact AATB to request consideration of professional development activities not covered in the above categories.</td>
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Supporting Documentation for CEUs
Certified Specialists shall maintain supporting documentation for each recertification application. Documentation may include, but not be limited to evidence of attendance, training syllabi, lecture notes, slide presentations, CEU certificates, or a copy of college grades. Certified Specialists are required to document their CEUs using the Recertification Activity Form when submitting their Recertification Application. It is the responsibility of each individual to track and maintain their supporting documentation for all CEUs requested.

Tracking Professional Development Activities
Most Certified Specialists will find it effective to maintain all their professional development activities in their personal files until the time of recertification. Maintaining continuing education documentation in one place will assist the Specialist in completing their recertification application. A Certified Specialist can submit their complete recertification application and required fees online anytime during the third year of their recertification cycle.

Audits
It is crucial that each Certified Specialist maintain the CEU documentation associated with their Recertification Applications. Each year the AATB will perform a random audit of a percentage of the Recertification Applications submitted in a given year.

Recertification Cycle
Certified candidates must recertify every three years. Recertification documentation and fees are due no later than December 31 of the year the Specialist is due to recertify. Each recertification cycle begins on January 1 of the next recertification cycle. Candidates will receive notification reminders during the third year of their recertification cycle. However, it is the individual’s responsibility to ensure that the 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. See “Reinstating Certified Specialist Status” below. A Recertification Application may only be submitted once 40 credits are accumulated, and only during the third year of their recertification cycle. The recertification renewal schedule will remain on the original three-year cycle. CEUs earned in one three-year cycle cannot be submitted for the next recertification cycle.

Recertification Fees
Current AATB Individual Members or Accredited Bank Employees in good standing, who wish to recertify must submit a $75 recertification fee with their Recertification Application for every three-year cycle. A Non-Member is not considered a current AATB individual member or does not work for an AATB Accredited Tissue Bank/Organization. This category of Certified Specialist is required to pay a $150 recertification fee.
**Notification**
Certified Specialists will be notified via email within 30 days of the acceptance of their Recertification Application and required fees.

**Failure to Recertify or Meet Recertification Requirements**
Recertification requirements not completed for a given three-year cycle will mean the certification has *lapsed*. A Certified Specialist, who does not submit at least 40 CEUs and the required recertification fees by December 31 of their recertification year, will incur a $75 late fee and will not be listed as a Certified Specialist in AATB records until he/she meets the conditions for reinstating his/her certification status.

**Reinstating Certified Specialist Status**
Submission of a late Recertification Application and any applicable fees for a delinquent three-year cycle must occur within two calendar years of the original recertification deadline. Fees associated with any late submission will include an additional fee of $75 for each delinquent year. If more than two years pass, following the original recertification deadline, the certification will be considered *expired*, and the individual will be required to retake the certification examination.

**Request for Temporary Waiver**
Provisions for submission of temporary waivers for recertification credits may be granted in the following circumstances:
- A Certified Specialist is serving on active duty in the U.S. Military
- Serious illness and/or disability limit a Certified Specialist’s ability to meet the recertification requirements.

A request for waiver must be submitted in writing by December 15 of the year in which recertification is due. Waiver requests will be reviewed and approved by AATB. Waivers for Continuing Educational Units will not be granted for more than one year. Individuals granted a temporary recertification waiver would not be included in listings of certified specialists during the time the waiver is in effect.

**Release of Information**
A full list of current Certified Specialists is available on the AATB Website [www.aatb.org](http://www.aatb.org). Upon request, AATB will confirm an individual's certification status. Certified individuals should be diligent in renewing their credential. If you are certified and do not see your name listed on the AATB website, please contact the Certification Manager at 703-229-1033.