

Q. My budget does not allow for travel to conferences. How do I obtain the CEPTCs that I need for recertification?

A. There are several low cost or even free options available. The ABTC web site has links to some educational programs that offer CEU/CEPTCs.

Another option is to submit questions for the CCTC, CCTN CPTC and CTP examinations. The ABTC web site has an instructional PowerPoint presentation entitled Item Writing Guide at www.abtc.net/examinations.

If you have written any education materials for your center or had a leadership role in a committee at your institution, this may qualify as points for Category II. The recertification handbook has many other examples of opportunities to obtain CEPTCs.

Q. Who reviews my recertification documentation?

A. Members of the Continuing Certification Committee of ABTC selectively and systematically review documentation submitted for recertification.

This is a quality control measure to insure the validity of documentation that is submitted. It is recommended that you keep a copy of your documentation for your records.

Q. What happens if my recertification time limit has expired or I am late submitting my renewal?

A. Applicants must retake the examination

Note If you have not recertified on time, you may not use the initials CCTC, CPTC, or CCTN until your recertification is current.

Q. Why should I recertify?

A. The American Board for Transplant Certification (ABTC) has been offering certification examinations since 1988 as a method of promoting the highest standard for transplant professionals. ABTC also established a mechanism for certificants to demonstrate their continued competence, either through submission of continuing education documentation that meets specific requirements or by retaking the exam.

Recertification by either method demonstrates your dedication and professionalism to the transplant field. Your employer, patients and colleagues can be assured that you have maintained your clinical and professional skills and knowledge of Transplantation.

Q. How often do I need to recertify?

A. Individuals need to recertify every 3 years for the Certified Clinical Transplant Coordinator (CCTC), the Certified Procurement Transplant Coordinator (CPTC), the Certified Clinical Transplant Nurse (CCTN) and for the Certified Transplant Preservationist (CTP).

Q. Does it make a difference if I recertify by continuing education or by retaking the examination?

A. Both methods of recertifying are acceptable; it is usually a matter of choice. However, most certified transplant professionals choose to recertify through continuing education.

Q. How much does it cost to recertify?

A. The cost for recertification is \$300 for a single recertification and \$400 for a dual recertification regardless of the method of recertification you choose. The cost to sit for the CCTC, CPTC and CTP exam for initial certification is \$425 and currently \$325 for the CCTN exam.

Q. **What are the requirements to recertify by continuing education?**

A. To recertify with continuing education the individual must accumulate 60 CEPTCs within the designated three-year period in three different categories. To recertify for a dual certification the individual must accumulate a total of 90 CEPTCs earned in the same three-year period.

Q. **What is a CEPTC?**

A. CEPTC stands for Continuing Education Points for Transplant Certification. One CEPTC is equal to 60 minutes of conference/class room time. Generally, one continuing education hour is equivalent to 1 CEPTC.

Q. **How many CEPTC/Points are required in each of the three categories?**

A. A minimum of 20 CEPTCs and a maximum of 60 CEPTCs per three-year period are required in

Category I. The minimum requirement of 20 CEPTC must also be ABTC approved offerings.

This category must have direct application to the transplant process and the individuals involved; address skills utilized by the certified professional and have an impact on clinical transplant/procurement/preservation/hospital assessment data.

Category II includes *certain* academic credit courses (see the recertification application form for more details), teaching/consulting activities, professional publications, paper presentations or editorial peer review, poster sessions, or quality assurance/leadership activities. There is no minimum in Category II, but there is a maximum of 40 CEPTCs allowed in this category per three year period.

Category III includes areas that address a broad area of health care but are not appropriate for Category I credit (typically not directly Transplant related). These are areas planned to meet the individual's potential for professional growth. Again, there is no minimum and a maximum of 40 CEPTCs *are* permitted per three-year period in this category.

Q. **What are ABTC approved Category I CEPTCs?**

A. Some educational programs or activities have already been approved by ABTC. These programs must note this on the certificate of attendance. No further documentation is required beyond submitting a copy of the certificate with your recertification documents.

Q. **I attended a conference on transplantation but it was not "ABTC approved." How can I have this activity count toward my Category I minimum requirement?**

A. It will NOT count as your minimum requirement of ABTC approved 20 CEPTCs, but it can count for other Category I requirements as long as you submit the following information:

- Program Objectives
- Content Outline
- Teaching Methodology

A program brochure from the conference may be submitted as long as it has the required information

Q. **What do I need to start the on line entry of CEPTCs.**

A. You will need your ABTC Certification ID number. This number appears on your certificate and wallet card provided at initial certification and recertification cycle. A generic password will be provided in the recertification notification sent in March of your recertifying year.

You should have all your documentation of continuing education activity ready, such as certificates of participation/attendance. Review each document to be sure there is an ABTC approved provider number (required for Category 1 ABTC Approved CEPTCs), dates of completion/participation is provides on the document and the amount of contact hours and/or CEPTCs.

Q. **When can I start entering my CE activity in the ABTC Online Recertification program?**

A. You may enter your CE activity completed during each of your three year cycle. The program will keep a running log of the entry you have submitted. However, you will NOT be eligible to recertify until the third year of your cycle, even though you may have completed the minimum required CEPTCs prior to your recertification year.