



American Board for Transplant Certification

CCTC/CPTC/CCTN Recertification Application

Name _____
Last Name First Name M.I.

CCTC# _____ CPTC# _____ CCTN# _____

Area of practice, please check all that apply:

Lung _____ Pancreas _____ Tissue _____ Heart _____

Liver _____ Kidney _____ Cornea _____ Other _____

Home Address _____

Home Phone _____ Work Phone _____

E-mail _____

Method of Payment Check Money Order MasterCard Visa
 American Express

\$300 for single recertification or \$400 for dual recertification (if you are renewing two credentials)

Credit Card Number _____ Exp. Date _____

Name as Printed on Card _____

Cardholder Signature _____

RECERTIFICATION APPLICATION CHECKLIST

Please review this list before mailing your recertification application:

1. Application is neatly handwritten or typed
2. Application is complete
3. One copy of the application form and supporting documentation is enclosed (keep a copy of the application form and the original certificates for your records).
4. Payment is enclosed or credit card information is provided.
5. Please mail application by certified mail, return receipt requested, to the ABTC Executive Office at P.O. Box 15384, Lenexa, KS 66285-5384 or send express delivery to ABTC Executive Office, 18000 W. 105th Street, Olathe, KS 66061.

RECERTIFICATION REQUIREMENTS

To maintain CCTC/CPTC/CCTN status, the candidate seeking recertification from the American Board for Transplant Certification (ABTC) must accumulate 60 Continuing Education Points for Transplant Certification (CEPTCs) within the three-year period prior to the recertification submission deadline date, which is November 30 (your certification will expire December 31, this November 30 deadline allows time to process and prepare the new wallet cards and certificates of the year in which your certification is due to expire. A \$150 processing fee applies to all applications received with a postmark date after November 30. **A minimum of 20 CEPTCs submitted in Category 1.**

If a candidate holds multiple ABTC certifications (two or three), 90 CEPTCs must be earned within the three-year period.

RECERTIFICATION GRACE PERIOD

Recertification applicants may have a grace period to submit their recertification application up to **one (1)** additional year past their certification expiration date. CEPTC hours for recertification must be obtained during the official certification period. The applicant will remain on a three-year certification cycle, as designated by their original expiration date. If you wish to utilize the grace period, please return the first page of this application by the end of your recertifying year, a letter of explanation with the \$150 processing fee. The \$300 recertification fee may be submitted at the time the continuing education activity is submitted for review and approval.

DEFINITIONS

Application Packet: Materials to be submitted to the ABTC for recertification include:

- a. One copy of the completed application including all supporting materials.
- b. Certificates of Attendance or appropriate supporting documentation for each listing on category recording forms (copies only keep originals for your files)
- c. Recertification fee

Appropriate Continuing Education: Educational offerings designed to enhance learning and development of knowledge and skills consistent with the current clinical transplant and recovery standards of practice.

Continuing Education Points for Transplant Certification (CEPTCs): The ABTC name for continuing education units:

One contact hour = one CEPTC

One CEPTC = 60 minutes of conference/class/lecture time (educational contact hour)

One CEU = 10 educational contact hours

One CEU = 10 CEPTCs

One CEPTC = 0.1 CEU

Single Certification: Certification either as a CCTC, CPTC or CCTN only.

Multiple ABTC Certifications: Holding certification as a CCTC, CPTC and/or a CCTN.

DIRECTIONS FOR COMPLETION OF THE RECERTIFICATION FORM

1. All information must be neatly handwritten or typed.
2. Payment must be enclosed or appropriate credit card information provided on application. If check or money order is enclosed, staple to the upper right-hand corner of the application form. The fees for recertification are as follows:

Single Certification - \$300.00
Multiple ABTC Certifications - \$400.00

- Complete the appropriate recording form for each CEPTC category. Attach copies of requested documentation to the appropriate category level form. Submit documentation for each category in chronological order.
3. Submit one copy of the application and all attachments (keep the original for your records). Copies of documents verifying attendance must be included. Keep a copy of the application form for your records
 4. **Only completed applications postmarked no later than November 30 of the year in which your certification expires will be accepted without the additional \$150 processing fee.**
 5. ABTC is not responsible for applications not received. All applications and supporting documentation must be mailed by **certified mail, return receipt requested**, to the ABTC Executive Office at the following address:

ABTC Executive Office
P.O. Box 15384
Lenexa, KS 66285-5384
(913) 895-4603

Or it must be sent via **express delivery** mail to the ABTC Executive Office at the following street address:

ABTC Executive Office
18000 W. 105th Street
Olathe, KS 66061

6. Contact the ABTC Executive Office at 913.895.4603 if you have any questions after reviewing the instructions and application form.

ABTC CONTINUING EDUCATION OFFERINGS APPROVED FOR CEPTCS

CATEGORY 1

Explanation: Clinical Transplant and/or Recovery/Preservation programs; ABTC Exam Question Writing; completion of CEPTC offerings in the *Progress in Transplantation* journal; and/or ABTC Committee membership

Requirements: A CEPTC equals 60 minutes of continuing education credit that is approved by the ABTC Continuing Certification Committee. The provider of the offering should provide information that specifies if it is ABTC approved. **A minimum of 20 CEPTCs per three-year period in this category must be earned through an ABTC-approved program or activity as listed above.** An ABTC program number will be listed on the certificate of attendance if a program is ABTC-approved.

While any number of CEPTCs may be earned, a maximum of 50 CEPTCs may be submitted per three-year period in category 1. CEPTCs can be obtained by attending programs which are ABTC approved, item writing approved by ABTC (each question accepted is 5 CEPTCs); completion of CEPTC offerings in the *Progress in Transplantation* journal (1 to 2 CEPTCs each); ABTC committee membership (10 CEPTCs); and/or ABTC Committee Chairmanship (25 CEPTCs). CEPTCs associated with committee work are on a per year basis.

DESCRIPTION OF APPROPRIATE ACTIVITIES UNDER CATEGORY 1:

Acceptable programs must possess one of the following characteristics:

- a. Have direct application to the transplant recipient and/or the family or the donor and/or the family
- b. Address skills utilized by the clinical transplant/recovery coordinator or clinical transplant Registered Nurse
- c. Have impact on clinical transplant/procurement assessment data

These programs may be offered by hospitals, professional associations, or independent education groups. Final approval for Category 1 CEPTCs will be left to the discretion of the Continuing Certification Committee of ABTC. Examples include programs offered by AATB, AOPO, ATCO, NATCO, ITNS and UNOS.

The program must define a continuing education unit as one CEU, which is equivalent to 10 educational contact hours, or must recognize the value of a CEPTC. One educational contact hour (60 minutes of actual classroom or clinical time) equals one CEPTC and equals .10 CEU.

ACCEPTABLE VERIFICATION FOR RECERTIFICATION

A). For ABTC approved programs, only a photocopy of the certificate of attendance is required for documentation.

B). If the program is not an ABTC approved offering it will not count toward the 20 Category 1 CEPTCs that are required. However, if you have achieved the 20 required Category 1 CEPTCs you may submit other transplant/recovery related programs by submitting all of the following documentation: (A program brochure from the conference may be submitted as long as it contains the appropriate information)

1. program behavioral objectives
2. content outline
3. teaching methodology
4. Certificate of Attendance

ABTC CONTINUING EDUCATION OFFERINGS APPROVED FOR CEPTCS

CATEGORY 2

Explanation: Academic credit courses, teaching/consulting activities, professional publications, paper presentations, poster sessions, quality assurance/leadership activities

Requirements: No minimum required. While any number of CEPTCs may be earned, a maximum of 40 CEPTCs per three-year period may be submitted in this category. (It is unnecessary to submit any more than the total maximum accepted for this category).

DESCRIPTION OF APPROPRIATE ACTIVITIES IN CATEGORY 2

1. **Academic courses** offered by an accredited educational institution. The courses should address the biopsychosocial knowledge base of professional human services. It is not required that the course content cover clinical transplant/recovery concepts. Examples include psychology, sociology, philosophy, social or cultural anthropology, research, education, chemistry, biology, human anatomy and physiology, health care management, business and marketing. Courses that are not acceptable include, but are not limited to, history, math, art, music, English and other languages (unless the language courses are being studied to more effectively communicate with the Organ Procurement Organization/Transplant Center minority population). *Non credit courses are not acceptable.*
2. **Participation as an instructor** delivering transplantation/recovery/management content to health care professionals or the public. Examples of presentations include seminars, in services, clinical conferences, teaching a patient and/or family educational group/program, facilitating a hospital based transplant patient and/or family support group program, volunteering at a community event educating the public on transplant related issues and patient/family educational programs. The participation may be as a primary instructor, member of a team, guest lecturer or panel participant.
3. **Publication/presentation of content relevant to Preceptor/Mentor, New Staff Development, Clinical/Transplantation Donor recovery process.** Examples include authorship, co-authorship or editorial activity resulting in publication of a book, book chapter, paper, article, abstract, book review, case study, development of multimedia aids and oral or poster presentation at national health care conferences.
4. **Activities that serve to define, assist or promote systematic improvement of clinical transplant/recovery practice.** These activities should assist in maintaining or improving the safety, accuracy, or efficacy of clinical transplant/recovery practice. Examples include leadership positions or committee involvement in organ/tissue transplant/recovery related professional organizations, professional nursing or health care related organizations, quality assurance activities, development of donor manuals, donor maintenance care plans, recipient care plans for critical care emergency room or operating room nurses, recipient educational booklets/brochures, or other teaching materials, development of training courses for clinical/recovery professionals, serving as a program committee chairperson for a transplant/recovery related seminar, development of professional/public education booklets/brochures.

CEPTCs AWARDED FOR EACH TYPE OF ACTIVITY IN CATEGORY 2

1. **Academic Credit** - One semester unit hour equals 15 CEPTCs; One quarter unit or hour equals 10 CEPTCs
2. **Oral Presentation** - Three CEPTCs per contact hour are awarded for the first presentation of the material/poster. Up to two repeats of the same presentations may be awarded CEPTCs at a rate of one CEPTC per contact hour. ***Beginning in 2006 this will change to 10 CEPTCs per presentation at an organized conference with up to two repeats of the same presentation awarded 5 CEPTCs each. One (1) CEPTC for each additional author of abstracts or case studies. Five (5) CEPTCs per presentation per contact hour at a Hospital/Unit/Patient Education offering with up to two repeats of the same presentation awarded 2 CEPTCs per contact hour.***
3. **Authorship** - published article in scientific journal (15 CEPTCs for first author; 7 CEPTCs for each author thereafter); published book (40 CEPTCs); published book chapter, monograph or video content (20 CEPTCs); abstract or case study chosen for publication (5/1 CEPTCs). ***Published case studies will receive 5 CEPTCs for the first author and 1 CEPTC for each additional author. Abstracts and case studies that are submitted but not accepted for oral or poster presentation will be awarded 1 CEPTC for each author.***
4. **Editorial** - Book review (12 CEPTCs); Chapter review (10 CEPTCs); Article review (8 CEPTCs)
5. **Poster Presentation** - 15 CEPTCS for first author; 7 CEPTCs for each author thereafter ***Any credit awarded in 2006 or later will change to 5 CEPTCs for the first author and 1 CEPTC for each additional author.***
6. **Leadership in a transplant/recovery or health care related organization** - Officer or Committee Chair (25 CEPTCs); Committee Membership (10 CEPTCs)
7. **Educational Material Development** - Donor Manual (30 CEPTCs); Nursing Care Plans (15 CEPTCs); Public/Professional Educational Brochure (10 CEPTCs); Educational Booklets (30 CEPTCs); Policies/Procedures/Protocols (15 CEPTCs); Training Materials (40 CEPTCs)
8. **Preceptorship/Mentor** of new staff member or nursing student in clinical/recovery area during official orientation period and verified by your direct manager or supervisor. Fifteen (15) CEPTCs will be awarded for the first one and five (5) CEPTCs for each subsequent one for a maximum of three (3) allowable per recertification period.

Note: When publications/projects are co-authored/co-developed, the number of authors/project participants, except where stated otherwise, divides the total number of CEPTCs.

ACCEPTABLE VERIFICATION FOR RECERTIFICATION

1. Photocopy of formal transcript or grade report
2. Evidence of participation in presentation, i.e., brochure, announcement, written statement from supervisors, along with information on CEUs awarded, behavioral objectives, content outline, teaching methodology
3. Copy of publication or title page and table of contents
4. Conference notice of acceptance of paper/poster presentation
5. Written verification by supervisor, committee chairperson, or organization officer of project, committee or special activity, including dates
6. Copies of teaching materials developed with verification of authorship.
7. Participation in unit based or hospital/clinic wide transplant committee, journal club, must submit proof of attendance.



American Board for Transplant Certification

Category 2 Preceptor Verification Form

Please complete this form if you are using preceptorship activities to recertify your ABTC Credential. By completing this form you are verifying that you have participated in these activities and that you comply with all ABTC recertification policies.

Please complete the following form by printing neatly, signing, dating and you must have your manager or supervisor sign and date the form.

First, Last Name: _____

I confirm that I have served as a preceptor or mentor for:

Please list the name of the new hire or employee(s) and dates of activity (e.g., Jane Smith, 1/2/2009 hire; 1/3 – 2/3/2009 preceptorship)

This activity qualifies for:

- 150 hours or approximately 4 weeks is equal to 15 Category 2 CEPTCs
- 50 hours or approximately one 12 hour shift per week for 4 weeks is equal to 5 Category 2 CEPTCs.

You may apply no more than 3 new hires per recertification cycle towards recertification. The first new hire or the initial preceptorship activity counts as 15 CEPTCs each subsequent new hire is equal to 5 CEPTCs.

Please print _____ date _____
(Name of unit director/unit educator)

Signature _____ date _____
(Name of unit director/unit educator)

Certificant signature _____ date _____

ABTC CONTINUING EDUCATION OFFERINGS APPROVED FOR CEPTCS

CATEGORY 3

Requirements: No minimum required. A maximum of 40 CEPTCs per three-year period may be submitted in this category.

DESCRIPTION OF APPROPRIATE ACTIVITIES FOR CATEGORY 3

Programs that address a broad area of health care but are not appropriate for Category 1 credit. This category encompasses continuing education activities planned to meet the individual's potential for professional growth. Examples include ACLS, ATLS, BLS-C, PALS, occupational and development training, leadership/business/management, publishing, stress management, burnout.

CEPTCs AWARDED

The program must define a continuing education unit as one CEU (see page 2 for detailed explanation of equivalencies.)

ACCEPTABLE VERIFICATION FOR RECERTIFICATION

Photocopy of program certificate of attendance that contains verification of credit hours for which the program was approved by another organization.

