

**INFORMATION AND INSTRUCTIONS FOR
 PROVIDERS OF EDUCATIONAL OFFERINGS
 APPROVED PROVIDER STATUS and SINGLE OFFERINGS**

CONTINUING CERTIFICATION

Practitioners certified by the ABTC are required to maintain certification by demonstrating continuing competence in their field of practice. To support the maintenance of certification, the ABTC has established a continuing certification program for transplant professionals to earn Continuing Education Points for Transplant Certification (CEPTCs).

Organizations can apply to become sponsors of Educational Offerings for CEPTCs in two ways through the ABTC Approved Provider Program:

- **APPROVED PROVIDER:** organizations authorized to grant CEPTCs for unlimited offerings during a single calendar year period.
- **SINGLE OFFERING:** An educational offering dealing with specific content presented one-time.

Examples of Approved Providers include:

1. Professional transplant, organ procurement, and tissue procurement organizations, i.e., NATCO, AOPO, AATB, EBAA, AFDT, UNOS, ASTS, ASTP, ITNS, HRSA.
2. Employing agencies, i.e., OPOs, tissue banks, eye banks, and hospitals.
3. Voluntary health-related organizations, i.e., American Heart Association, and National Kidney Foundation.
4. Colleges and Universities.
5. Organizations/agencies/consultants that conduct business related to organ/tissue procurement transplantation, pharmaceutical companies, and independent consultants/educators.

FEES

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| Single Offering Application (non-refundable) | \$250 |
| Single Offering Late Fee (where applicable) An additional \$200 fee will be assessed for offerings submitted 10 days or less before the activity delivery date. | \$200 |
| Non-approved Provider Enduring Material (non-refundable) | \$250 |
| Approved Provider Annual Fee | \$2,500 |
| The annual fee will include an unlimited number of offerings during a single calendar year. | |

PROCEDURES FOR APPROVAL OF CONTINUING EDUCATION

1. **LEARNING OBJECTIVES/SUBJECT MATTER:** Educational offerings should describe expected learning outcomes in behavioral, measurable terms that can be evaluated, are attainable, and are relevant to current clinical transplant and/or procurement practice. Objectives should include the content, teaching

methodology, and plan for evaluation of the program. Subject matter should reflect the professional education needs for the practitioner to meet the health care needs of the consumer and consist of content from one or more of the following:

- a. Patient/Family Education
- b. Evaluation and Preparation for Transplantation
- c. Post-transplant Care
- d. Donor Evaluation, Suitability, and Management
- e. Organ Recovery, Preservation, and Distribution
- f. Legal/Ethical Issues in Transplantation
- g. Professional Education/Peer Development

2. **APPLICATIONS FOR APPROVAL:** Applications for both Approved Provider status and Single Offerings require supporting materials must be submitted on the ABTC Certemy platform. Applications deemed to be incomplete will be denied and returned to the sponsor for additional information or clarification. Single offerings must be submitted by credit card with the non-refundable "Single Offering Application Fee" at least 30 days before the presentation. The late fee will apply for submissions received less than 30 days before presentation.

The application submitted for approval should include:

- a. Program goal
- b. Agenda
- c. Target audience
- d. Learner objectives
- e. Teaching methodology
- f. Program faculty (including credentials)
- g. Evaluation tool
- h. Participant roster
- i. Certificate of attendance

When an offering has been approved a written notice of confirmation with the assigned number will be provided

3. **FACULTY:** Evidence should be provided indicating the presenter has academic preparation and/or experience in the subject matter being presented. Faculty qualifications should be provided either by submitting the ABTC Faculty Data Forms or a CV/resumé.
4. **COURSE DIRECTOR(S):** The course director(s) demonstrate academic preparation and/or experience in the field sufficient to qualify to direct a program. Course director(s) qualifications should be provided on the ABTC Faculty Data Forms or a CV/resumé. Organizations applying for Approved Provider status must have at least one (1) CCTC, CPTC™, CTP™, or CCTN™ certified coordinator as a Course Director or as a member of a program planning committee.
5. **VIRTUAL OFFERING FOR CEPTCS:** A virtual offering is provided in an environment where the instructor(s) provide(s) course content through course management applications, multimedia resources, the internet, videoconferencing, etc. This activity type will be approved provided the submission includes the material listed in 2. *Subject Matter* previously listed above.
6. **ENDURING MATERIAL FOR CEPTCS:** An enduring offering is a non-live educational activity that "endures" over time and is typically delivered via the Internet. ABTC will review and approve this activity type provided the activity includes the material listed in 2. *Subject Matter* previously listed above. **ENDURING**

MATERIAL FOR CEPTC will not be approved under the single offering category.

An enduring educational activity will be approved for a one-year period. For non-approved Providers, a non-refundable application fee will apply. The information provided during the review of the enduring offering must include the original creation date. An expiration date will be assigned to each enduring offering approved by ABTC.

In addition, the following information must be communicated to the participants, so they are aware of this information before starting the educational activity.

- Principal faculty and their credentials
 - Estimated time to complete the educational activity
 - Dates of original release and most recent review or update
 - Termination date (date after which enduring material is no longer certified for CEPTC)
7. **CONTACT HOUR:** Unit of measurement for offerings. One (1) contact hour equals 60 minutes of didactic instruction or clinical experience. Time spent for meals, breaks, tours and review of exhibits is not included in calculating total contact hours. Each approved contact hour will be assigned one CEPTC.
 8. **APPROVAL NUMBER:** A number will be assigned to designate an approved offering. Also referred to as a "Provider Number." **This number must appear on all documentation of attendance.**
 9. **CREDIT STATEMENT:** Statement of approval, or pending approval, for CEPTCs. The statement should be included in the brochure for the offering and in the handout materials provided at the program.
 10. **CERTIFICATE OF ATTENDANCE:** must be provided to each participant which verifies presence at the approved offering. The certificate should include the following details:
 - a. Sponsor name
 - b. ABTC approval number (provider number)
 - c. Name of participant
 - d. Offering title
 - e. Dates of offering
 - f. Contact hours (CEPTCs) awarded
 - g. Category 1 CEPTCs awarded
 - h. The following phrase: "DO NOT SEND THIS CERTIFICATE TO THE AMERICAN BOARD FOR TRANSPLANT CERTIFICATION. KEEP IT FOR YOUR RECORDS."
 11. **EVALUATION:** Tool developed for completion by participants attending the offering that provides input into the following:
 - a. Whether the content met the stated objectives and was relevant to practice.
 - b. The expertise and teaching effectiveness of each presenter.
 - c. The appropriateness of the learning environment.
 - d. Achievement of personal objectives.

SUBMISSION REQUIREMENTS AND RESPONSIBILITIES OF SPONSORS

1. Approved Providers must request approval for any offerings of 1.5 or more CEPTCs by submitting a “Course Offering” via Certemy at least ten days before conducting each offering. The Approval Number must be used on all correspondence concerning this offering and may be used repeatedly for the offering multiple times.
2. Individual organizations providing CE content for Approved Providers must submit requests for approval independently. The single offering fee and applicable late fees will apply.
3. At least one (1) course director or member of the planning committee must be a CCTC, CCTN™, CPTC™, or CTP™-certified coordinator of an Approved Provider offering.
4. Sponsors must obtain a completed evaluation form from each participant expecting verification of attendance and distribute a “Certificate of Attendance” containing the prescribed information to each participant submitting an evaluation form.
6. Sponsors must of activities presented prior to January 1, 2024 are required to maintain the following information on each approved offering for a minimum of four years:
 - a. Approval letter from ABTC
 - b. Maintain a log of continuing education offerings in chronological order by provider number
 - b. Program evaluation tool
 - d. Copy of the completed participant roster(s) or a copy of the certificate of attendance for each participant.
 - e. Offering brochure(s) to include program objective(s), subject matter, and faculty
 - f. Curriculum Vitae of all Course Directors and faculty

FOR MORE INFORMATION CONTACT:

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