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

CONTINUING CERTIFICATION REQUIREMENT

The American Board for Transplant Certification (ABTC) has determined that remaining current in clinical transplant and procurement/preservation practice is enhanced by continuous updating of knowledge and skills. To this end, the ABTC has established a continuing certification program whereby certified coordinators meeting the eligibility requirements may seek to maintain certification through the Continuing Education Points for Transplant Certification (CEPTC) program.

The ABTC has outlined three (3) categories through which the Certified Clinical Transplant Coordinator (CCTC), Certified Clinical Transplant Nurse (CCTN), Certified Procurement Transplant Coordinator (CPTC) and the Certified Transplant Preservationist (CTP) can earn CEPTCs. They are as follows:

- Category I: Clinical transplant or procurement/preservation programs approved by the ABTC.
- Category II: Academic credit courses, teaching/consulting activities, professional publications, paper presentation, poster session, quality assurance/leadership activities.
- Category III: Programs addressing a broad area of health care.

An organization seeking to provide an educational offering would submit an application to the ABTC for designation under either Category I, Category III or both categories for CEPTCs, depending upon the content of the program.

STANDARDS FOR CONTINUING EDUCATION

1. **LEARNER OBJECTIVES:** Objectives shall describe expected learner outcomes in behavioral, measurable terms that can be evaluated, are attainable and are relevant to current clinical transplant and/or procurement practice. Objectives shall determine the content, teaching methodology and plan for evaluation of the program.
2. **SUBJECT MATTER:** The content shall be designed to meet the objectives and the stated level and learning needs of the participants. The content shall be planned in logical order and reflect input from experts in the subject matter. Appropriate subject matter for the continuing education offering shall reflect the professional education needs of the learner in order to enable the learner 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

3. **MATERIALS AND METHODS:** The application should provide evidence satisfactory to the ABTC that:
 - a. learning experiences and teaching methods are appropriate to achieve the stated objectives.
 - b. time allotted for each activity shall be sufficient for the learner to meet the objectives.
 - c. principles of adult education are utilized in determining teaching strategies and learning activities.
4. **FACULTY:** The faculty shall provide evidence of academic preparation and/or experience in the subject matter. Evidence concerning the faculty qualifications shall be presented to the ABTC on Faculty Data Forms. If the speakers have provided a CV or resume the faculty data forms are unnecessary.
5. **COURSE DIRECTOR(S):** The course director(s) shall have evidence of academic preparation and/or experience in the field sufficient to qualify to direct a program. Evidence concerning the course director(s) qualifications shall be presented to the ABTC on Faculty Data Forms or via a current curriculum vitae. 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 the planning committee.
6. **ENDURING MATERIAL FOR CEPTCs:** An enduring offering is a non-live continuing education activity that “endures” over time. This activity is typically delivered via the internet, videotape, monogram or CD Rom. ABTC will review and approve this type of continuing education activity provided the activity includes the material listed in **2. Subject Matter** previously listed above. This type of offering may take place at any time in any place.

An approved provider who produces enduring material will be required to review the material at least once every three years or more frequently if indicated by new evidence or scientific development. The information provided during the review of the enduring offering must include the original creation date and an expiration date will be assigned to each enduring offering approved by ABTC.

Enduring materials must comply with all ABTC requirements. So the audience must be informed of commercial support, the disclosure of the planners and authors, the accreditation statement and statement of credit. In addition the following information must be communicated to the participants so they are aware of this information prior to 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. **APPROVED PROVIDER:** A sponsor who applies for this status and is approved by the ABTC to grant CEPTCs directly for unlimited offerings over a calendar year period without applying for approval of each offering.
9. **SINGLE OFFERING:** A continuing education offering dealing with specific content presented once.

ENDURING MATERIAL FOR CEPTCs offerings cannot be considered as a single offering and will not be approved under the single offering category.

DEFINITIONS

1. **APPLICATION PACKET:** Materials to be submitted to the ABTC for CEPTC approval. The following elements must be enclosed with the packet:
 - a. Program goal
 - b. Target audience
 - c. Learner objectives
 - d. Teaching methodology
 - e. Program faculty (including credentials)
 - f. Evaluation tool
 - g. Participant roster
 - h. Certificate of attendance
2. **APPROPRIATE CONTINUING EDUCATION:** Planned offerings designed to enhance learning and promote the continued development of knowledge, skills and attitudes consistent with contemporary standards for clinical transplant and procurement practice.
3. **APPROVAL NUMBER:** Number assigned by the ABTC to designate an approved offering. Also referred to as a "Provider Number." **This number must appear on all documentation of attendance and participation.**
4. **APPROVED PROVIDER:** A sponsor who is approved by the ABTC to grant CEPTCs directly for numerous offerings over a one-year period without applying for approval for each offering.
5. **CERTIFICATE OF ATTENDANCE:** Document provided to each participant which verifies presence at the approved offering. The following must be included on the certificate:
 - 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 of CEPTCs awarded
 - h. The following phrase: "DO NOT SEND THIS CERTIFICATE TO THE AMERICAN BOARD FOR TRANSPLANT CERTIFICATION. KEEP IT FOR YOUR PERSONAL RECORDS."
6. **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.
7. **CONTINUING EDUCATION POINTS FOR TRANSPLANT CERTIFICATION (CEPTCs):** One contact hour equals one CEPTC.
8. **COURSE DIRECTOR:** Individual(s) responsible for coordination of all activities related to the development, implementation, evaluation and follow-up of an educational offering. Either the course director or a member of the planning committee must be a CCTC, CCTN, CPTC, or CTP certified individual of the offering is being conducted by an Approved Provider.
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.

Brochures for an educational offering should contain one of the following statements:

“Category ____ Continuing Education Points for Transplant Certification (CEPTCs) have been applied for through the American Board for Transplant Certification (ABTC).” [The appropriate Category (I or III) that has been applied for should be stated in the brochure.]

“The American Board for Transplant Certification (ABTC) has approved this educational offering for up to _____ Category _____ Continuing Education Points for Transplant Certification (CEPTCs).” [The appropriate Category (I or III) that has been approved should be stated in the brochure.]

“As a designated Approved Provider by the American Board for Transplant Certification (ABTC), (name of institution/organization) grants up to _____ Category _____ Continuing Education Points for Transplant Certification (CEPTCs) for this offering.” [The appropriate Category (I or III) that has been approved should be stated in the brochure.]

If the brochure does not specify approval and the number and category of CEPTCs offered, the handout material for the offering should contain the applicable credit statement.

10. **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.
11. **FACULTY DATA FORM:** Form used by the sponsor to verify faculty qualifications.
12. **LEARNER OBJECTIVES:** Outcomes in behavioral (measurable) terms, that can be evaluated, are attainable, and are relevant to current clinical transplant and procurement practice. Objectives shall determine the content, teaching methodology and plan for evaluation.
13. **OFFERING:** A planned educational experience dealing with specific content based on stated learner behavioral objectives.
14. **PARTICIPANT ROSTER:** Form used by sponsor to document participant attendance at an offering. A sample, which may be duplicated, is provided with the application packet.
15. **PARTICIPATION:** Sharing in the learning experience in order to achieve the stated learner objectives.
16. **PLANNING COMMITTEE:** Individuals designated to plan, implement, and evaluate an educational offering. This may be the course directors. Approved Providers must have at least one CCTC, CCTN, CPTC or CTP certified coordinator as a member of the committee.
17. **SINGLE OFFERING:** A continuing education offering dealing with specific content presented once.
18. **SPONSOR:** A professional organization, employing agency, health-related organization, college, university or other business that conducts activities related to organ/tissue procurement and transplantation and wishes to conduct an educational program.

SPONSORING AGENCIES

The ABTC Board of Governors has identified the following as examples of appropriate agencies to sponsor offerings.

- 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, hospitals
- 3. Voluntary health-related organizations, i.e., American Heart Association, National Kidney Foundation.
- 4. Colleges and Universities
- 5. Organizations/agencies/consultants that conduct business related to organ/tissue procurement transplantation, i.e., AACN, ANA, pharmaceutical companies, independent consultants/educators.

APPLICATION FEE

Single Offering.....\$250.00 **additional \$200 will be access for offerings submitted 10 days or less prior to conference date.**

Approved Provider for on-site offerings.....\$1,500.00
This annual fee will include unlimited amount of offerings during the year.

SUBMISSION REQUIREMENTS

Application for offering approval for Continuing Education Points for Transplant Coordinators (CEPTC) must be made on the official application form to the ABTC. Upon receipt, the application will be screened for completeness. If complete, the application will be forwarded to the ABTC Continuing Certification Committee for review. If incomplete, the sponsor will be notified for additional information/materials required.

The following instructions must be followed:

- 1. One (1) typed copies of the entire application packet, including all supporting material, must be submitted to the ABTC by certified or overnight mail. Application may also be submitted electronically via email to abtc-info@kellenccompany.com.
- 2. Applications should be received at least 30 days prior to offerings to allow for approval prior to conducting the offering (retroactive approval will be considered, except for Approved Provider status, if the application is received within 30 days after completion of the offering).
- 3. All pages must be numbered.
- 4. All material must be identified with the name of the sponsoring agency.
- 5. The processing fee must be enclosed with the application. Fees may be paid by check, money order, MasterCard or Visa. Fees are for processing of the CEPTC application and are non-refundable unless the application is withdrawn prior to being sent to the committee for review.

NOTICE OF APPROVAL

Sponsors will be notified in writing by the ABTC Executive Office of the Continuing Certification Committee’s decision of offering approval and the assigned “Approval (Provider) Number” two to three weeks after the offering has been approved.

RESPONSIBILITIES OF SPONSORS

SPONSORS OF SINGLE OFFERINGS HAVE THE FOLLOWING RESPONSIBILITIES:

1. Implement the offering as described in the approved application.
2. Obtain a completed evaluation form from each participant expecting verification of attendance.
3. Distribute a "Certificate of Attendance" containing the prescribed information to each participant submitting an evaluation form.
4. Submit a completed "Participant Roster" to the ABTC within 30 days after the offering.
5. Maintain the following information on each approved offering for a minimum of four years:
 - a. Copy of program application
 - b. Approval letter from ABTC
 - c. Copy of completed Participant Roster or a copy of the certificate of attendance for each participant.
 - d. Offering brochure to include program objective(s), subject matter and faculty
 - e. Curriculum Vitae of all Course Directors and faculty and
 - f. Summary of offering evaluations.

APPROVED PROVIDERS OF OFFERING HAVE THE FOLLOWING RESPONSIBILITIES:

1. Request an Approval (Provider) Number by submitting a "Summary of Activity Form" to the ABTC Executive Office at least seven days prior to conducting each offering. The Approval Number must be used on all correspondence concerning this offering and may be used repeatedly for the offering repeated multiple times.
2. Approved providers may not act as administrators of affiliated organizations, chapter and societies seeking continuing education points for transplant certification and charge a monetary fee.
3. Plan and implement the offering as described in accordance with the criteria for a single offering. At least one (1) course director or member of the planning committee must be a CCTC, CCTN CPTC or CTP certified coordinator.
4. Obtain completed evaluation form from each participant expecting verification of attendance.
5. Distribute a "Certificate of Attendance" containing the prescribed information to each participant submitting an evaluation form.
6. Submit a completed "Participant Roster" to the ABTC within 30 days after the offering.
7. Maintain the following information on each approved offering for a minimum of four years:
 - a. Copy of approved provider application
 - b. Approval letter from ABTC
 - c. Copy of "Summary of Offering" form
 - d. Program Evaluation Tool
 - e. Copy of completed Participant Roster(s) or a copy of the certificate of attendance for each participant.
 - f. Offering brochure(s) to include program objective(s), subject matter and faculty
 - g. Curriculum Vitae of all Course Directors and faculty and
 - h. Summary of offering evaluations.

FOR MORE INFORMATION CONTACT:

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