

American Association of Tissue Banks

*Certification  
Maintenance  
Handbook*

April 2003

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# American Association of Tissue Banks

## Certification Maintenance Handbook

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## I. Definition and Purpose

The American Association of Tissue Banks (AATB) regards professional education as a continuous, ongoing, lifetime process. These guidelines are established to help to ensure continuing knowledge of the Certified Specialist. AATB urges the Certified Specialist to establish a personal schedule of continuing education to reflect such an ongoing commitment to continued professional growth. In 1994 the Education Committee published the first edition of the *Certification Maintenance Handbook*. This handbook outlines policies and procedures regarding the collection, approval, and processing of continuing education units (CEUs). The handbook is available to all AATB members and Certified Specialists for reference.

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) have been combined and shortened in this document to certificant, specialist, and/or certified specialists.

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## II. Policies and Procedures

Certification is granted following successful completion of the examination for a period of three years and expires on December 31st in the third year. To maintain certification, the certificant must:

1. Retake and pass the certification examination. **or**
2. Successfully complete and submit 40 AATB approved Continuing Education Units (CEUs) within the three year cycle, following initial certification.
  - a. There must be a **minimum of 14 CEUs from the *Tissue Banking Practices* subject category.** (See page 6.)
  - b. **A maximum of eight CEUs from the *Tissue Bank Administration* subject category will be applied towards recertification.** (See page 6.)
  - c. Pay annual maintenance fee.

3. Inform the AATB Continuing Education Coordinator of changes in place of work, mailing address, name, email, phone and/or fax numbers. This information is necessary for timely receipt of certificates, recertification notices, updates and packets, as well as, updates and changes to the recertification program.

## **Types of Submittals**

### **1. *Individual Submittal***

An individual certified specialist submits CEUs for approval before the end of each three year cycle, along with the required annual maintenance fee, if outstanding. Members will at a minimum submit CEUs at the end of the three year cycle.

### **2. *Pre-Approved Program Submittals***

Sponsors of programs that have received Pre-Approved Program Status submit attendee lists directly to AATB where the CEUs are automatically recorded for each participant. AATB Programs fall under this category.

### **3. *Group Submittals for AATB Accredited Member Banks***

Each accredited bank appoints a Designated Certified Specialist Representative who collects and submits to AATB their specialists' CEU records as a group. AATB then records and maintains a paper and computer file for each specialist.

## **Recertification Procedures**

1. Certification is granted for a period of three years and expires on December 31st in the third year following successful examination. (i.e. Persons certified on August 23, 2003 will have until December, 31, 2006 to complete requirements for recertification.)
2. Recertification documents and fees should be submitted by mail, 60 days before the end of the recertification period. This will allow enough time for an additional submittal if the accepted CEUs fall short of the

required 40. Faxed submittals will be accepted if the specialist calls in advance to alert the AATB Continuing Education Coordinator and/or calls to verify receipt.

3. The Designated Certified Specialist Representative of each accredited bank should coordinate between the AATB Continuing Education Coordinator (at the Executive Office) and their respective bank so that *group submittals* and fees are determined and submitted before the deadline.
4. Any outstanding fees must accompany the final CEU submittal. Final recertification submissions that are received with fees outstanding will be returned unless payment arrangements were made in advance.

### **CEU Processing, Review and Approval: AATB Individual Members, Accredited Bank Employees and Non-Members**

Current **AATB Individual Members** in good standing that have also successfully completed the AATB Certification Examination must pay an annual maintenance fee of \$25 (a combined total of \$75 for every three year cycle). Unlimited CEU submissions permitted.

**AATB Accredited Bank Employees** that have successfully completed the AATB Certification Examination have provisional AATB membership. They must also pay an annual maintenance fee of \$25 (a combined total of \$75 for every three year cycle). Unlimited CEU submissions permitted.

A **non-member** is a certified specialist who either: 1) does not work for an AATB Accredited Bank/Institution; or 2) whom is not a current AATB individual member. This specialist must pay an annual maintenance fee of \$50 (a combined total of \$150 for every three year cycle). Unlimited CEU submissions permitted.

1. AATB will record and maintain a CEU record for each certificant. Maintaining the CEU records involves establishing both computer and original document file space for a certificant's record.

2. AATB will notify the certificant and/or the Designated Certified Specialists Representative in writing of the number of CEUs approved. Once a specialist has accumulated the required 40 CEUs additional CEU submissions will not be recorded.
3. The total maintenance fee of \$75 for each **member certificant** must be paid in full before the recertification date.
- 3b. The total maintenance fee of \$150 for the **non-member certificant** must be paid in full before the recertification date.
4. Evaluation of the CEU submittal is made by the AATB Education Committee; decision of the committee concerning the number of CEUs granted is final.
5. Some Accredited Banks employ a large number of certified specialists and have chosen to appoint a Designated Certified Specialist Representative to collect and submit recertification information and fees to AATB. However, **it is the ultimate responsibility of each certified specialist to make sure that recertification requirements are met and submitted before the deadline.**

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### III. Subject Categories for Obtaining Continuing Education Credit

CEUs are classified according to “subject category” and “method of learning.” The following are the nine “subject categories” in which CEUs may be earned.

#### A. Basic Sciences (including but not exclusive to the areas of):

Anatomy	Biology
Chemistry	Cryobiology
Medical Terminology	Microbiology
Pathology	Pharmacology
Physics	Physiology
Psychology	Virology

**B. Supplies and Equipment** (including but not exclusive to the areas of):

- Processing equipment
- Sterilizers
- Surgical instrumentation
- Surgical equipment
- Tissue/Cell distribution equipment
- Tissue/Cell storage equipment

**C. Surgical Procedures:** Knowledge of surgical procedures.

**D. Medical Practices** (including but not exclusive to the areas of):

- Brain death concepts
- Disease processes
- Medical history concepts
- Transplantation

**E. Medical/Social Issues** (including but not exclusive to the areas of):

- Transmissible diseases
- Death and dying concepts
- Donor family concepts
- Gamete donor and recipient concepts

**F. Aseptic Technique** (including but not exclusive to the areas of):

- Antisepsis
- Disinfection
- Environmental control
- General procedures for practical techniques
- Packaging and dispensing of supplies
- Sterilization
- Tissue cultures

**\*G. Tissue Banking Practices** (including but not exclusive to the areas of):

Donor screening criteria	Donor testing
Gamete recipient screening procedures	Good manufacturing practices
Processing	Procurement
Quality assurance	Quality control
Record keeping	Storage and distribution of tissues
Tissue tracking	

**\*Note: A minimum of 14 CEUs must come from the Tissue Bank Practices category.**

**H. Ethical, Moral and Legal Aspects of Tissue Banking:**

- Medical research
- Transplantation
- Religion
- Reproductive surrogacy

**\*\*I. Tissue Bank Administration** (including but not exclusive to the areas of):

- Hospital development issues
- General marketing practices
- Administrative practices
- Professional development

**\*\*Note: A maximum of eight CEUs from the Tissue Bank Administration category can be applied toward recertification.**

## **IV. Learning Methods for Obtaining Continuing Education Credit**

- 1. Lecture:** A Method of Teaching by Discourse.
  - a. One CEU may be awarded for each 50-minute period attended.
  - b. Partial credit may be awarded for each scheduled period of less than 50 minutes.
  - c. Credit is calculated by dividing the number of minutes of a program by 50.
  - d. Credit may not be received for Presidential Addresses, Committee Reports, Awards Ceremonies, Business Meetings, or lunch or break periods.
  
- 2. Clinical Demonstration:** Demonstration of the equipment, procedures and techniques utilized in tissue banking.
  - a. One CEU may be awarded for each 50-minute period attended.
  - b. Partial credit may be awarded for each scheduled period of less than 50 minutes.
  - c. Credit is calculated by dividing the number of minutes of a program by 50.
  
- 3. College Credit:** CEUs may be awarded upon successful completion of a course with a “C” grade or better from a college or university, upon committee approval.
  - a. CEUs will be given with proof of completion (transcript) for college courses.
  - b. Three CEUs will be awarded for each quarter hour completed.
  - c. Five CEUs will be awarded for each semester hour completed.
  - d. There must be **a minimum of 14 CEUs from the *Tissue Banking Practices* subject category.** (see page 6).

- 4. Writing for Publication:** Materials written for publication must be submitted in manuscript form and be a minimum of 650 words.
  - a. A maximum of five CEUs may be awarded after review and approval by the committee.
  - b. Additional credit (to be determined by the committee) will be awarded if published in an AATB or other health related publication.
  - c. CEUs will be awarded only for the initial publication of an article.
  
- 5. AATB Poster Presentation**
  - a. Five CEUs will be awarded for poster abstracts accepted for presentation at an AATB Annual Meeting.
  - b. CEUs will be awarded only for the initial acceptance of an abstract.
  
- 6. Teaching of Health Professionals**
  - a. Lectures, training sessions, meetings, and AATB-sponsored events to any other health professions/occupations.
  - b. Credits will be awarded only for the first presentation of a program. Partial credit will be awarded for each scheduled period of less than 50 minutes.
  - c. The number of credits awarded will be determined by the committee. A program outline must be submitted.
  
- 7. Self-study (non-supervised):** Books, articles, and other materials viewed or read.
  - a. Books/Articles must be read and request for credit must include a written synopsis of materials along with a bibliography that includes book's/article's title, author(s), and publisher. The same requirements apply to other materials viewed. One CEU will be awarded for every three articles or books submitted and accepted.
  - b. Credits for home study course: Articles with pre- and post-tests will be awarded CEUs when proof of passing is provided. The number of CEUs awarded will be determined by the committee.

8. **Skills Practice:** Participation in any hands-on demonstration of job-related skills and/or participation of personal interaction within the professional environment (i.e. role-playing).
    - a. This category does not relate to those individuals who perform these demonstrations as part of their job responsibilities.
    - b. One CEU will be awarded for each initial skills practice demonstration of no less than 50 minutes.
  9. **Other:** Any items not specified above may be submitted for review.
- 

## V. CEU Reporting/Required Documentation

In order to receive approval for CEUs, the individual must submit the following documentation:

1. *AATB Recertification By Education Form* (example enclosed).  
Instructions for submission are listed as follows:
  - a. *Subject Category and Learning Method:* Fill in the subject category's letter and learning method's number. (see pages 4-9).
  - b. *Educational Activity:* Describe activity (including title of activity, if applicable).
  - c. *Date Credits Earned:* Month, date, and year of earned credits; list credits in order of date.
  - d. *Number of Credits:* Refer to *Learning Methods* section for CEUs awarded. Complete the total number of CEUs in space provided.
  - e. *Verify Signatures:* If credits listed in this line are not verified in another document of attendance, an instructor, director, or supervisor must sign the form in this blank. (Arrows and ditto marks are not acceptable and each line must be signed). If another document of attendance is available, it must be forwarded with the report form and must include: name of activity; date, duration and verifying signature.

2. Additional Documentation—Learning Methods and What They Require:
    - a. **College credit:** Copy of transcript from college or university.
    - b. **Writing for Publication:** Copy of manuscript submitted.
    - c. **Teaching of Health Professionals:** Program outline including list of objectives.
    - d. **Self-Study:** Written synopsis with bibliography of reviewed material or copy of pre/post tests, if applicable.
    - e. **Educational sessions not pre-approved by AATB:** Attach certificate of attendance to the *Recertification By Education Form*:
      - (1) Certificate of Attendance with number of CEUs awarded and name of program printed on it.
      - (2) If the certificate does not supply above information, please provide the following: a copy of the program agenda, brochure, or some other document that provides the date, name, location of program; titles of presentations, length of time for each presentation, and the names of speakers.
- 

## VI. Pre-Approved Program Process

Institutions or organizations offering educational activities for certified specialists may apply to AATB for Pre-Approved Program Status. Once approval has been granted, the program provider may advertise that the session has been approved by the AATB for a predetermined number of CEUs and length of time.

To receive approval, the program provider must submit an application, required documentation and a processing fee to AATB at least one month prior to the offering of the program. Conditional approval for CEUs may be withdrawn if the program or any portion thereof, does not meet the professional standards of AATB as outlined in the Handbook. Retroactive approval will be considered if all documentation is received within the 30-day period following the date the program was offered.

AATB will review all applications to ensure that they are complete and relevant to professional practice and that they meet the continuing education learning needs of the targeted audience. The applicant will receive written notification of the status of the educational activity. CEUs for the continuing education activity can be approved, approved with conditions, approval pending, or denied approval. After approval, the CEUs are valid for two years, meaning the educational activity can be presented an unlimited number of times within that two-year period.

Those programs that apply for AATB CEU approval will receive *a program approval package* containing all required forms and information. To receive *the program approval package*, the individual or program chairperson should contact the AATB Executive Office.

### **Documentation Requirements for AATB Pre-Approval of a Program**

#### **A. Instructor Criteria**

1. An instructor is an individual qualified by experience and/or educational background to make program presentations.
2. The instructor shall submit to AATB the following for approval:
  - Curriculum Vitae
  - Outline of Presentation
  - List of Behavioral Objectives

#### **B. Program Information**

Program agenda (information to include):

- Date, Name and Location of Program
- Titles of Presentations
- Length of Time for Each Presentation
- Names of Speakers

- C. Post Program Information (submit within 30 days after program for final approval of CEUs)
    - 1. Attendee evaluation summary
    - 2. Typed alphabetical list of attendees
    - 3. Copy of certificate of attendance
  - D. A fee (determined by the AATB Board of Governors) will be charged for processing and approval of program content.
- 

## **VII. Summary of CEU Reporting Procedures**

It is the individual Certified Specialist's responsibility to collect and submit CEUs to AATB for the three year recertification cycle. (For example, if one sat for and passed the examination on August 23, 2003, recertification must be obtained by December 31, 2006. Once candidates have successfully completed the certification examination, they should consider the "certification date" to be the date they sat for the examination.) Upon receipt of the recertification form AATB will review and approve the units and notify the specialists and/or the Designated Certified Specialists Representative in writing of the number of units accepted. Once a specialist has accumulated the required 40 CEUs, additional CEU submissions will not be recorded. (Note: The number of units accepted may not agree with the number of units submitted.)

**Members (including employees of AATB Accredited Tissue Banking Entities)**—Pay an annual maintenance fee of \$25 (a combined total of \$75 for every three year cycle). Unlimited CEU submissions permitted.

**Non-Members**—Pay an annual maintenance fee of \$50 (a combined total of \$150 for every three year cycle). Unlimited CEU submissions permitted.

## Submitting CEUs (Individual, Pre-Approved Program and Group Submittals)

**Individual Submittals**—In order to receive approval for CEUs, the certified specialist must submit to AATB the proper documentation as outlined in the *Certification Maintenance Handbook* (page 9).

- All CEUs must be reported on the *AATB Recertification By Education Form*. Reporting forms can be obtained by contacting the AATB Executive Office.
- All sections of the top portion of the report form should be completed. The bottom portion should be completed by writing the name of the session(s) attended, the date(s) of the session(s), the number of CEUs awarded, and the educational activity's subject category and learning method in the proper columns.
- A verifying signature must be obtained **only** if another document of attendance is not provided.
- If a document of attendance is provided for a continuing education program, it must be submitted with the report form and must include: name of program or activity, date and duration of program, and verifying signature.

**Pre-Approved Programs**—If a certified specialist attends a program that has been granted Pre-Approved Program Status by AATB it is not necessary to submit these CEUs on the *AATB Recertification By Education Form*. The sponsors of these programs are required to submit attendance lists to AATB and the CEUs are automatically recorded for each certified specialist in attendance. This includes all AATB Sponsored Programs (e.g. Annual Meetings, Mid-Year Meetings, Training & Review Courses)

**Group Submittals**—Designated Certified Specialist Representatives of the accredited bank collect and submit to AATB the bank's recertifying specialist's CEUs as a group. AATB then records CEUs for each specialist. However, **it is still the ultimate responsibility of each certified specialist to make sure that recertification requirements are met and submitted before the deadline.**

**Subject Categories**—The categories of educational activities that are acceptable for CEUs are printed in the handbook on pages 4-6 with examples. They are listed as follows:

- |                           |  |
|---------------------------|--|
| A. Basic Sciences         | F. Aseptic Technique                                     |
| B. Supplies and Equipment | G. Tissue Banking Practices                              |
| C. Surgical Procedures    | H. Ethical, Moral and Legal Aspects<br>of Tissue Banking |
| D. Medical Practices      | I. Tissue Bank Administration                            |
| E. Medical/Social Issues  |  |

**Note: A maximum of eight CEUs from the Tissue Bank Administration category can be applied toward recertification. At least 14 CEUs must come from Tissue Bank Practices.**

**Learning Methods**—The methods of obtaining these CEUs are also printed in the handbook (pages 7-9) and are listed as follows:

- |                             |                                     |
|-----------------------------|-------------------------------------|
| 1. Lecture                  | 6. Teaching of Health Professionals |
| 2. Clinical Demonstration   | 7. Self-study (non-supervised)      |
| 3. College Credits          | 8. Skills Practice                  |
| 4. Writing for Publication  | 9. Other                            |
| 5. AATB Poster Presentation |                                     |

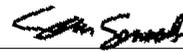
# Example

## AMERICAN ASSOCIATION OF TISSUE BANKS RECERTIFICATION BY EDUCATION

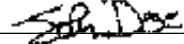
Please complete all information in the space provided. (Type or Print Legibly)

<b>NAME:</b> John Doe		<b>CERTIFICATION NUMBER:</b> 1234567	
<b>ADDRESS:</b> XYZ Tissue Bank, 1000 Main Street, Suite 200			
<b>CITY:</b> XYZ		<b>STATE</b> ZZ	<b>ZIP</b> 00000-0000
<b>TELEPHONE:</b> (000) 000-0000	<b>FAX:</b> (000) 000-0000	<b>DATE CERTIFIED:</b> September 9, 2000	
<b>SS NUMBER:</b> 000-00-0000		<b>TODAY'S DATE:</b> May 19, 2003	

**Note: A minimum of 14 CEUs must be obtained from Category G  
A maximum of 8 CEUs may be obtained from Category I  
A total of 40 CEUs are required for recertification**

Cat*	Meth*	EDUCATIONALACTIVITY	Date Credit Earned	Number of Credits	VERIFYING SIGNATURE (if applicable)
G	1	AATB 25 <sup>th</sup> Annual Meeting	8/25/01	22.	Certificate of attendance enclosed
A	3	Physics 101	12/15/01	15	Transcript attached
A	1	Trends in Microbiology	2/3/02	1	
G	1	Effects of FDA on Tissue Banking	1/20/03	8.1	See attached certificate of attendance
<b>TOTAL NUMBER OF CREDITS:</b>					

**I verify that the above information is true to the best of my knowledge.**

Signature: 

\*Cat=Subject Categories on pages 3-5 and Meth=Learning Methods of pages 5-7

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