



AATB Certified Specialist Recertification Guide

Introduction

This guide provides the requirements and processes related to maintaining the Certified Specialist (CTBS/CRCS) credential. These guidelines are established to assist the CTBS & CRCS with continued learning and professional development. This Recertification Guide outlines policies and procedures regarding the collection, approval, and processing of continuing education credits and is available as a reference to all Certified Specialists.

Glossary of Acronyms

American Association of Tissue Banks: AATB

Certified Tissue Bank Specialist: CTBS

Certified Reproductive Cryotechnology Specialist: CRCS

Continuing Education Unit(s): CEU(s)

Certification & Recertification Cycle

The active certification cycle is three years. Recertification documentation and fees are due no later than December 31 of the third year of the certification cycle. Each certification cycle begins on January 1. Candidates will receive notification reminders during the third year of their recertification cycle. However, it is the individual's responsibility to ensure that AATB has up-to-date contact information. Individuals who fail to recertify will not be listed as a Certified Specialist and cannot use the CTBS designation.

Delinquent Recertification

Delinquencies outside of the three-year certification cycle must be resolved within one year of the original recertification deadline. The individual will be required to retake the certification examination if their certification is not reinstated within this one year delinquent period. Delinquent recertification will result in a late fee.

CEU Accrual & Recertification

CEUs may only be applied to a recertification if earned during that active certification cycle. CEUs do not roll up or roll over to future certification cycles.

Example: If the active certification cycle is January 1, 2019 – December 31, 2021, CEUs earned prior to the start of the certification period or following the recertification date may not be applied.

Request for Temporary Waiver

Provisions for submission of temporary waivers for recertification credits may be granted in the following circumstances: active military duty, serious illness or injury, or other preclusion preventing the individual from being able to successfully fulfill the recertification requirements.

Requests for delinquent recertification must be submitted in writing via e-mail directly to the AATB staff responsible for the oversight of the certification and recertification program.

CEU Recertification Requirements

To complete the recertification process, the individual must have a minimum of **40 CEUs**. There are no required educational credit types or categories.

How Do I Determine How Many CEUs Can Be Applied from a Program?

1 hour of educational training, continued education of programming equates to **1 CEU**.

What Training and Education Can Be Used for CEUs?

There are no longer limitations or category specific requirements for your recertification. All continued education may be utilized.

Examples of Acceptable Programming or Training

- | | | |
|---------------------------------|--------------------------------------|-----------------------------------|
| • Anatomy & Physiology | • Embalming & Crematory Process | • Pharmacology |
| • Aseptic Technique | • Eye Donation | • Physics |
| • Authorization | • FDA & Regulatory Practices | • Processing |
| • Biologics | • Funeral Home Practices | • Professional Development |
| • Biology | • Hospital Development | • Quality Assurance |
| • Chemistry | • Informed Consent | • Quality Management |
| • Community Development | • Leadership and Management Training | • Reconstruction Practices |
| • Concepts in Death & Dying | • LEAN Processes | • Religious Beliefs |
| • Cryobiology | • Medical Examiner & Coroner Cases | • Sterilization & Decontamination |
| • Death Investigation | • Medical Terminology | • Tissue Preservation |
| • Donor Eligibility & Screening | • Organ Donation | • Tissue Recovery |
| • Donor Family Aftercare | | |
| • Donor Family Services | | |
| • Donor Risk Assessment | | |

Other Ways to Earn CEUs

Educator	Articles, Books, and Other Published Materials	AATB Committee Involvement
Speaking, moderating, planning, facilitating; or organizing educational conferences, programs, training events; or in-service symposia related to tissue banking may apply for:	Each publicly published article or abstract on topics related to the tissue banking profession appearing in magazines, journals, books, or published as booklets	Committee/Council: Chair Vice Chair Secretary 2 CEUs per year of service
2 CEUs per program	5 CEUs per publication	Committee member: 1 CEU per year of service

CEUs from College Courses

You may apply 1 CEU per credit hour for each successfully completed course. AATB may require a copy of transcripts for review.

Supporting Documentation for CEUs

CTBS/CRCS are required to document their CEUs using the online AATB Portal. AATB performs annual random audits. CTBS/CRCS must maintain records confirming CEUs. This may be in the form of certificates, verification messages, and completed program evaluations.

Recertification Fees

AATB Individual Member	Non-Member
Recertification Fee: \$75.00	Recertification Fee: \$150.00
Late Recertification Fee: \$150.00	Late Recertification Fee: \$300.00

**Late fees will be applied to certifications falling outside of the three-year recertification time frame. Recertification dues must be submitted online through the AATB Portal.*

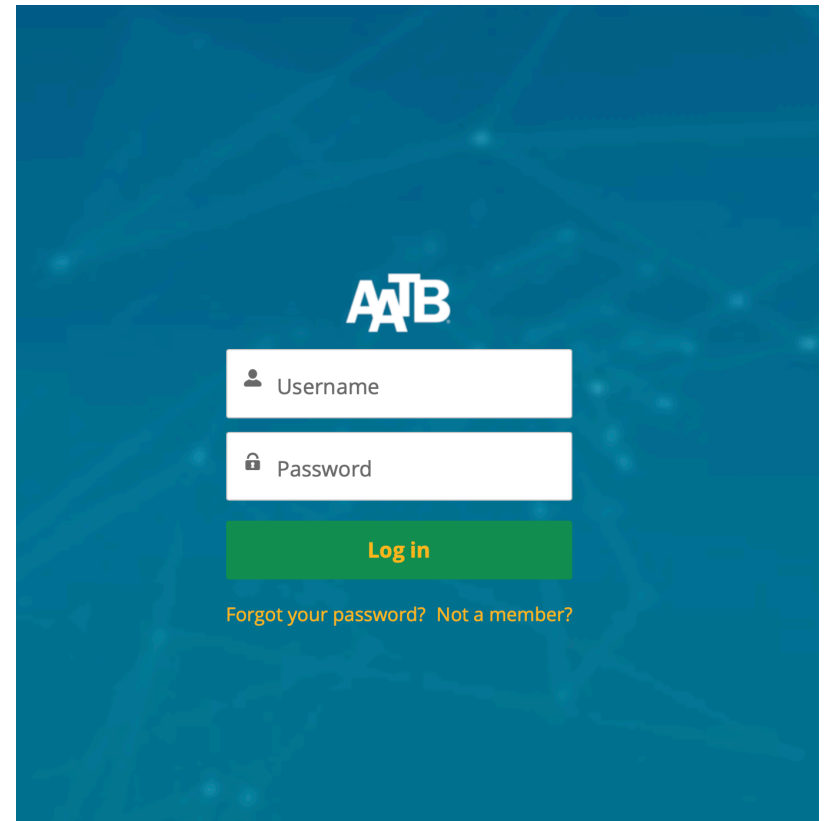
The recertification process for CTBS/CRCs must be completed online through the AATB Portal. All CEUs, forms, and payments must be submitted online in this platform.

AATB Portal: <https://aatbnetwork.force.com/aatb/s/login/>

Step 1: Logging In

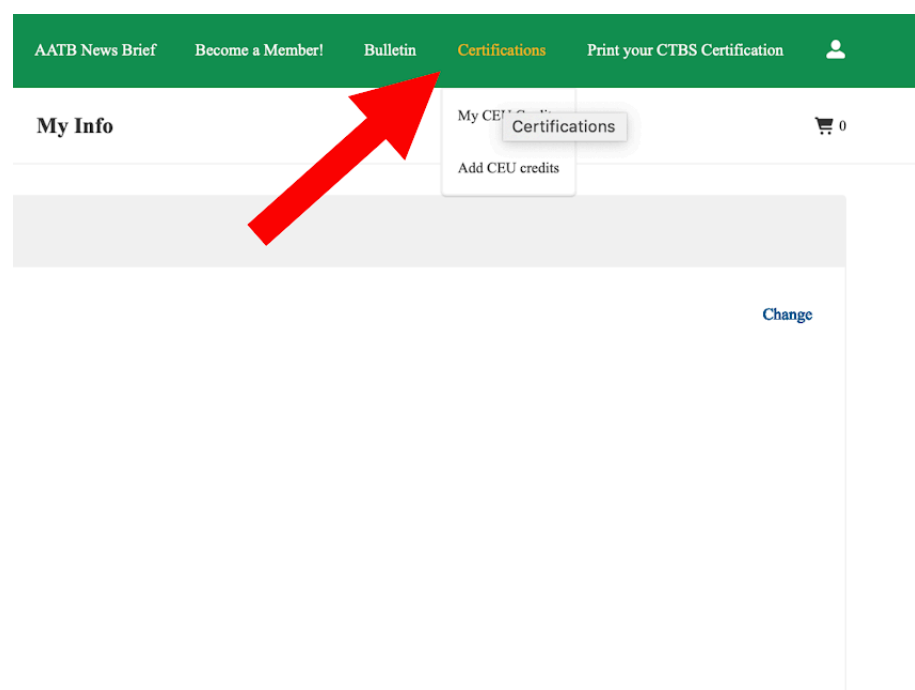
- ❑ **Username:** Email address on file.
- ❑ **Password:** Your designated password.
- ❑ **Forgot password:** If you forgot your password you may request a password reset here.

** If you do not receive your password reset or cannot access your email, contact AATB for further assistance.*



Step 2: Adding CEUs

To view past credits and to submit new credits for recertification, click on **“Certifications.”**



Code of Ethics

To agree to the code of ethics, click “next” at the bottom of the page.

The following information must be entered to submit credits for review:

- AATB

HomeAbout UsContact UsMy Portal

Code of Ethics for CTBS

American Association of Tissue Banks

CODE OF ETHICS

The American Association of Tissue Banks is a professional organization dedicated to leadership, education, service, research, and integrity involving practices when interacting with professional colleagues and the public.

By submitted continued education units (CEU) , all certified individuals through the American Association of Tissue Banks pledge to adhere to the following Codes, Principles, and Good Faith Practices:

As stewards of the gifts of donation, we are responsible for acting in accordance with the wishes of donors and their families.

We honor and treat with respect the gifts of donated human tissue and strive to optimize use in order to save lives and improve the quality of life for persons who require tissue transplants.

Contact Information

First Name

Jon

Last Name

Squared

Credits

Title of Program

Sponsoring Organization *

Presenter or Speaker

Date *

Description

CEU *

☐ I hereby acknowledge the code of ethics *

CancelPrevious StepNext

CEU Conversion Chart

1 Hour = 1 CEU

Time	30 Minutes	1 hours	1 1/2 hours	2 hours	3 hours
CEUs	.5	1	1.5	2	3

Multi-Session CEU Entry Examples

Jon attended the AATB 2018 Annual Meeting from October 4-6. Jon should enter:

- ☐ **Title of Program:** *AATB Annual Meeting*
- ☐ **Sponsoring Organization:** *AATB*
- ☐ **Presenter or Speaker:** *Multiple*
- ☐ **Date:** *October 4, 2018*
- ☐ **Certification Program:** *CTBS (or) CRCS*
- ☐ **CEU:** *18*

Lou attended 20, 60-minute AATB webinars in the 2018 AATB Webinar Series. Lou should enter:

- ☐ **Title of Program:** *AATB Webinar Series*
- ☐ **Sponsoring Organization:** *AATB*
- ☐ **Presenter or Speaker:** *Multiple*
- ☐ **Date:** *January, 16 2018*
- ☐ **Certification Program:** *CTBS (or) CRCS*
- ☐ **CEU:** *20*

Melanie was a speaker at the 2018 AATB Annual Meeting and attended the entire conference. Melanie should enter:

- ☐ **Title of Program:** *AATB Annual Meeting*
- ☐ **Sponsoring Organization:** *AATB*
- ☐ **Presenter or Speaker:** *Multiple & Speaker*
- ☐ **Date:** *October 4, 2018*
- ☐ **Certification Program:** *CTBS (or) CRCS*
- ☐ **CEU:** *21*

Step 4: Reviewing Your Current CEUs and Status

**Under the "My Certification Program(s) Status" seen in Step 3*

- ☐ **Status:** *Indicates if your certification is in good standing.*
- ☐ **Recertification Status:** *Indicates where you are in your recertification process.*
- ☐ **Date Enrolled:** *Indicates when you first became certified.*
- ☐ **Recertification Date:** *Indicates the date when you must complete the recertification process.*
- ☐ **Expiration Date:** *Indicates when you must retake the exam.*
- ☐ **Total Approved CEUs:** *Indicates how many CEUs are awaiting review for this recertification cycle.*

Step 5: Paying Your Recertification Dues

- ☐ Once you have 40+ approved CEUs an email containing a link to an invoice and payment submission will be sent to the address on file.
- ☐ Complete the billing and payment information. Please note that the ability to pay dues will ONLY calculate once the required CEUs have been submitted and approved.
- ☐ Once dues have been submitted, the recertification process is complete and your recertification date in your portal and the associated certificate will increase by three years.

Replacement & Updated Certificates

Replacement certifications are no longer mailed. To download your certificate, click "**Print your CTBS Certification**" at the top, right-hand side of your portal home page.

Your recertification date will only update once you have met the CEU requirements and submitted your recertification dues.

Questions:

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