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# Certification Renewal Program

## Information Booklet

INTERNATIONAL CERTIFICATION COMMISSION/UNITED STATES CERTIFICATION COMMISSION  
For Clinical Engineering and Biomedical Technology

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# International Certification Commission

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## Certification Renewal Program

It is universally understood that rapid technological advancement is inherent to the medical instrumentation profession. In a profession that regularly undergoes such constant change; the importance of certification is growing rapidly. The purpose of this program is to ensure that those who are actively certified maintain a level of professional knowledge and skill, that is consistent with the standards according to which certification was initially conferred.

Certification is only as valuable as the standard it represents, if the standard is maintained. Otherwise, there is no reason for an individual holding the credential to be entitled to special consideration, credit, or authority. Renewal programs are *extremely* important because they require holders of the credential to present evidence that they are *maintaining* the established standard. This, in turn, enables certification to retain meaning and value for every individual who achieves it, *particularly* as the years pass after the credential is issued. Recognizing this, the Boards of Examiners for the International Certification Commission for Clinical Engineering and Biomedical Technology (ICC), and the United States Certification Commission (USCC), implemented the Evidence of Continuing Practice program effective January 1, 1992.

To retain the ICC/USCC certification, a biomedical professional must accumulate a minimum of 15 activity points over a three-year-period and submit an ICC/USCC Continuing Practice Journal with the appropriate fees. Activity points can be accumulated through a wide range of professional activities, including attending educational meetings and conferences, speaking, reading, writing and participating in professional organizations. ICC/USCC Renewal program is flexible to accommodate the diverse learning styles and approaches to professional involvement. At least 15 activity points must be accumulated in activities directly related to the biomedical field.

The basic structure includes continuing practice activities for the following major categories:

- I. Taking of courses relevant to the biomedical field which may include academic courses, company courses, short courses, workshops, correspondence courses, teleconferences and/or other relevant professional & technical sessions.
- II. Authoring Publications, Articles, and Presentations such as books or monographs, patents, etc.
- III. Professional Society Participation and memberships
- IV. Self-Study including the reading, watching and listening of materials of relevant educational programs.
- V. Work Experience
- VI. Miscellaneous – any relevant activity providing professional enhancement that is not specifically covered under any of the categories listed above.

### **Renewal Cycle and Procedures**

The journal is to be used to record professional activities achieved throughout the three-year cycle. Initial certification covers the remaining year of original certification and expires December 31 of the following year (i.e. May 6, 1999 through December 31, 2000). In the year your certification is to expire (i.e. 2000) you will receive a notice reminding you that, by December 31, renewal fees are due, which will extend certification through the next three-year cycle (i.e., 2001, 2002, 2003). Thereafter, renewal fees and a Continuing Practice Journal, with a record of professional activities during previous three years, are due December 31 of the third year after the initial certification period.

<b><u>Certified In:</u></b>	<b><u>1<sup>st</sup> Renewal Fee Due 12/31 of</u></b>	<b><u>Journal Due 12/31 of:</u></b>
1972-1992		1996, 1999, 2002, 2005
1993		1997, 2000, 2003, 2006
1994		1998, 2001, 2004, 2007
1995		1999, 2002, 2005, 2008
1996		2000, 2003, 2006, 2009
1997		2001, 2004, 2007, 2010
1998		2002, 2005, 2008, 2011
1999		2003, 2006, 2009, 2012
2000		2004, 2007, 2010, 2013
2001		2005, 2008, 2011, 2014
2002		2006, 2009, 2012, 2015
2003	2004	2007, 2010, 2013, 2016
2004	2005	2008, 2011, 2014, 2017
2005	2006	2009, 2012, 2015, 2018
2006	2007	2010, 2013, 2016, 2019
2007	2008	2011, 2014, 2017, 2020
2008	2009	2012, 2015, 2018, 2021
2009	2010	2013, 2016, 2019, 2022
2010	2011	2014, 2017, 2020, 2023

## **Inactive Status & Revocation**

### **Certified on or after January 1, 1992**

Individuals certified in the BMET program on or after January 1, 1992, who submit their Continuing Practice Journals and renewal fees over 30 days after the renewal date and up to one year after the date of certification expiration will be inactive, but will not be revoked. At the end of one full year, if the Journal and the fees have not been received, certification will be revoked. Once certification has been revoked, it will be necessary to take the certification examination again to regain certification.

### **CCE Certificate Holders**

Individuals certified in the U.S. CE program under the ICC/USCC on or after January 1, 1992 are under the same policy. However, if the CE certification is revoked, there currently are no means of regaining the certification under the ICC/USCC.

### **Certified on or before December 31, 1991**

Individuals certified on or before December 31, 1991 will not have their certification revoked if they do not comply with the renewal requirements of submitting a Journal. However, their certification will be considered inactive.

**Certified individuals will be notified in writing of renewal status.** Upon receipt of the Continuing Practice Journal and renewal payment, the journal will be forwarded to the U.S. BMET Board of Examiners for review. When approved, a wallet card showing the new certification expiration date will be issued and mailed out with a letter of renewal confirmation.

When the journal does not meet the minimum required for approval, the certificant will be asked to update his journal by the reviewer. If the certificant does not comply with the requirements, he will be notified by the secretariat that the renewal was denied.

### **Late Fee**

A \$ 15.00- late fee applies if materials are submitted less than one month after the expiration date of the certification or the renewal due date. This fee must accompany the Continuing Practice Journal submitted and the renewal fees. Failure to pay the late fee will keep certification in an inactive status.

## **Reactivation**

A \$ 50.00- reactivation fee applies if materials are submitted more than one month after the renewal due date. This fee should be paid along with the current renewal fees and a Continuing Practice Journal must be submitted for the current triennial period. Failure to pay the reactivation fee will result in the certification remaining in an inactive status, even if the renewal fees and Journal have been submitted.

## **Revocation**

For individuals certified on or after January 1<sup>st</sup>, 1992, and at the end of one full year, if the Journal and the fees have not been received, certification will be revoked. Once certification has been revoked, it will be necessary to take the certification examination again to regain certification.

Certificants have a **30-days** deadline to appeal a revoked certification.

## **Multiple Certifications**

If certified in more than one discipline (CCE, CBET, CRES, CLES), certificants will be charged an additional \$15.00- every three years for each certification beyond the *primary* one in order to maintain active status in each certification. There is **no need** to complete a Continuing Practice Journal for **each** certification. One journal will suffice.

## **Military Active Duty**

Each occurrence of persons being called into active duty, while military forces of the United States are involved in hostile activities, will be handled on a case-by-case basis. The certificant is to contact the office of the ICC/USCC to inform them of the military status and the proposed duration, and should present a copy of his/her military assignment. The general policy will be that persons who will be on active duty within 60 days of date of actual deadline for renewal, the renewal deadline be postponed until 180 days after discharge from their active duty or return to their standard responsibilities. If the certificant will not be performing his military assignment in the biomedical field, the certification(s) should be placed in retirement status until the certificant is released from his/her assignment (see information under Retired Status) and back to working in the field. The office of the ICC would then work with the certificant to determine what information is needed to continue to keep the certification active.

The information above only applies to those either deployed to an assignment or called to active duty while the country's military forces are on alert, and they need to provide the ICC with a copy of their military assignment. Those certified and on standard military assignments in the biomedical field are expected to follow all renewal policies and procedures.

## **Retired Status**

Should a certificant, at any time, leave active employment in the biomedical field to pursue other interests, he/she may request retired status. If retired status is granted, no need to submit a Continuing Practice Journal. To retain the certification as retired, there is a renewal fee of \$18.00- for the triennial cycle. To apply for Retired status, the request should be sent directly to the ICC/USCC, providing the name and telephone number of the last employer so that ICC/USCC can verify the retirement, and include the renewal fees. Should certificants wish to return to active status in the future, they need to notify the ICC/USCC of their return to active employment at the time it occurs. The Continuing Practice Journal and regular fees need to be submitted at the time of the next regularly scheduled renewal (based on the original certification year).

## **Emeritus Status**

Available only to those who are presently retired, or who already hold retired status, *and*:

- Whose number of years certified, when added to their age, is greater or equal to 70; **or**,
- Who are at least 50 years old and practiced their profession for at least fifteen years before retiring.

They will be listed in the on-line registry as "Emeritus," and will retain their certification without having to submit a Continuing Practice Journal or pay renewal fees. To apply for "Emeritus" status, the ICC/USCC should be notified, while providing the name and telephone number of the last employer so that ICC/USCC can verify your retirement.

### **Fees**

The fee for each three-year renewal cycle must be submitted with the Continuing Practice Journal. If you have not received your renewal package, please call the ICC/USCC at (703) 525-4890, ext. 207. Fees are as follows (based upon a triennial period):

CCE, CBET, CRES, CLES: \$90.00- (primary certification)

Additional Certifications: \$15.00- each.

Retired: \$18.00-

Late fee: \$15.00-

Reactivation: \$50.00-

### **Acceptable Professional Points for Maintaining ICC/USCC Certification**

The ICC/USCC Board has identified several educational, professional and leadership endeavors through which ICC/USCC Certification may be maintained. The ICC/USCC Board will regularly review other activities and programs to identify those meriting inclusion in the ICC/USCC Renewal. Please remember the following:

☞ For full-time employment, one point is earned per year. For part-time employment, ½ point is earned per year.

☞ No more than ten points per activity category will be accepted and accounted for, though it is advisable to list as many activities as possible.

☞ Activity categories and subject areas listed are intended to serve as *guidelines* when selecting activities for inclusion in the Journal. Activities not specifically listed *may be acceptable as long as their relevance is evident*.

☞ Any activity providing professional enhancement may be listed under the category it best fits, or under "Category VI: Miscellaneous & Other Activities". *Points claimed for miscellaneous and other activities are subject to the approval of the Boards of Examiners.*

☞ It is recommended that activities claimed be related to the following general subject areas:

- Equipment Service & Maintenance
- Equipment Management
- Technology Assessment & Enhancement
- Management
- Consulting
- Safety in the Healthcare Facility
- Research
- Design
- Manufacturing
- Construction & Renovation
- Teaching
- Training

**Please note:** It is *your responsibility* to notify us if you have a change of address! Do *not* depend on the U.S. Post Office to do this via returned mail. Failure to receive an invoice (*for any reason*) does *not* relieve you of your responsibility. Renewal is based upon triennial period and deadlines *always* fall on December 31<sup>st</sup> of your triennial cycle. *It is your responsibility to notify us* if you do *not* receive a renewal invoice prior to your certification expiration date.

## **Frequently Asked Questions**

***What if I live in a remote area, and don't have ready access to continuing formal education?*** Program requirements are designed to be well within the reach of *all* active professionals. It is not necessary to spend a significant amount of money or to engage in overly difficult-to-accomplish activities in order to comply. The program offers a wide variety of ways in which to achieve the total points required for renewal, and continuing formal education is only *one* of the possible ways.

***How many points do I need to achieve renewal?*** The program is based on the accumulation of at least **fifteen** (15) activity points over a three-year period. Activities totaling more than fifteen points can be listed if a participant wishes to create a written record of the activities, but *only fifteen points are necessary* to achieve renewal. Points may not be “carried over” to the next cycle.

***Must my points span all three years of my reporting period?*** No. Points may be spread over all three years on which you are reporting, *or* points may be obtained *exclusively* in any one or two of the three reporting years.

***Must I have points in all the activity categories?*** No. It is not required that points be obtained in every category. You may obtain the required fifteen points in *any combination of categories*, with no more than 10 points in any single category.

***What kind of documentation should I submit with my Journal?*** Submission of backup materials is required, as well as the signature of your supervisor. A key component of the verification process relies on *the signature of your current supervisor*. (This also helps demonstrate to your employer that you are maintaining professional standards required by the credential you hold.)

***Who signs if I have no supervisor or have recently changed jobs?*** If you are self-employed, or head of your company and therefore do not have a supervisor, please so note on the appropriate signature line. If you have recently changed jobs, your current supervisor's signature will be sufficient. *Note:* On the new online Continuing Practice Journal, although an actual signature of the supervisor is impossible, it does require the name, telephone number and e-mail address of the supervisor so that he/she may be contacted by a reviewer.