



® Board for Certification in Clinical Anaplastology

Recertification Requirements and Guidelines for Certified Clinical Anaplastologists

Summary of Recertification Process

- Renewal fee must be paid annually. The current fee is \$200.00. Invoices will be mailed
- BCCA certification must be renewed every five (5) years
- A recertification reminder will be sent to you approximately 60 days before your certification expiration date. Be sure to keep your home address and e-mail information current with the BCCA
- All continuing education requirements must be completed within the 5-year period
- Completed *Continuing Education Verification Log* must be submitted with 5-year renewal

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About the BCCA

The Board for Certification in Clinical Anaplastology (BCCA) is a certification body for clinical anaplastology professionals.

The mission of BCCA is to promote and provide certification in Clinical Anaplastology for the enhancement of patient care and professional practice.

As a member of the Institute for Credentialing Excellence (ICE), the BCCA's goal is to follow the guidelines established by the National Commission for Certifying Agencies (NCCA), with the intention of applying for accreditation through the NCCA. The NCCA is the accrediting body of the ICE. These two organizations are recognized leaders in setting quality standards for credentialing organizations to ensure the health, welfare, and safety of the public.

Those anaplastologists that have achieved and maintained certification are designated as Certified Clinical Anaplastologist, CCA. It is the intent of BCCA to provide a national standard that can be used as a measure of competency by interested agencies, groups and individuals.

Mission of the Continuing Education Program

The BCCA recognizes that professional development in anaplastology does not end with the passing of a test and awarding of the credential. Practice of Clinical Anaplastology requires the constant renewal of knowledge and experience in the areas technology, materials science, clinical practice and regulatory compliance as they relate to the field. The mission of the continuous education awards program is to encourage and upgrade the ongoing learning experiences of the CCA through the renewal of certification.

How to Renew your Certification

Effective January 1, 2008, all credentials issued by the BCCA will be awarded for a term of five years, calculated from the end of the calendar month in which the credential is issued. An exact expiration date will be contained on credentialing certificates, clearly indicating the requirement that the individual renew the credential through the Continuing Education Program. *Individuals credentialed prior to January 1, 2008*, through credentials alone, or "grandfathering" will begin their certification cycle on a date specified by documentation provided by the BCCA.

The Board for Certification in Clinical Anaplastology (BCCA) will send renewal notices to the last known address of certified clinical anaplastologists six (6) months prior to the certification expiration date. Certified Clinical Anaplastologists are responsible for promptly notifying the BCCA national office of change of address. **Certification renewal is the responsibility of the individual CCA. The BCCA is not responsible for notices that fail to reach CCAs.**

The certification renewal fee must be paid yearly. Yearly invoices will be mailed at least 30 days before the due date. In any year that renewal fees are not paid, a notice will be sent requesting payment of fee in order to avoid "deactivation" of the certification. If maintenance fee is not paid within 60 days of the written notice, the certificants will be placed on "lapsed" certification status.

Program Requirements

There are three components required for recertification for certificants to remain "Active in Good Standing":

1. Yearly payment of renewal fees.
2. Accrual of sixty (60) Continuing Education Units (CEUs) during the 5 year renewal cycle, and submission of a completed "Certification Renewal Verification Log" which documents those Continuing Education activities.
3. Remain in compliance with the *BCCA Code of Conduct*.

Certification Status Definitions

Active in Good Standing: Individuals currently certified with BCCA who comply with the requirements of certification renewal are “Active and in Good Standing” and can identify themselves to the public as CERTIFIED CLINICAL ANAPLASTOLOGIST (CCA).

Lapsed: Certificants who do not pay renewal fees yearly by the due date or complete the requirements to renew their certification by their renewal due date are “Lapsed” and cannot identify themselves to the public as CERTIFIED CLINICAL ANAPLASTOLOGIST (CCA).

Retired in Good Standing: CCA certificants who are “Active and in Good Standing” with BCCA can request their certification status to be changed to “Retired and in Good Standing” by completing an application. Certificants who retire following these guidelines can identify themselves to the public as CERTIFIED CLINICAL ANAPLASTOLOGIST (CCA) RETIRED. BCCA will verify the certificant’s status as “CCA RETIRED in Good Standing” to stakeholders.

Suspension: Is the loss of certification for a certain duration, after which the individual may be required to apply for reinstatement. Individuals who have had their certification suspended cannot identify themselves to the public as CERTIFIED CLINICAL ANAPLASTOLOGIST (CCA) for the period of the suspension.

Revocation: Means permanent loss of certification. Certification may be revoked for falsification of any material information requested by the BCCA, misrepresentation of CCA status, or failure to meet reinstatement requirements within a specified period. Individuals who have had their certification revoked cannot identify themselves to the public as CERTIFIED CLINICAL ANAPLASTOLOGIST (CCA).

The certification status of an individual is public information. Certification status (active in good standing, retired in good standing, certification lapsed, suspended or revoked), certification date, the cycle ending date, and reason no longer certified (if certification has lapsed or been revoked) may be released.

Inactive Probation Period

Individuals "Certified by Credentials Alone" who do not pass the exam will be placed on "Inactive /Probationary Status". Such individuals will:

- ◆ no longer be considered "certified" by the BCCA and will not be permitted to use previously issued BCCA certificates as proof of certification.
- ◆ be required to sit again for the exam - by March 23, 2011. They will **not** be required to meet the eligibility requirements for new applicants.
- ◆ be required to sit for and pass the BCCA exam by March 23, 2011 in order to reinstate “Active in Good Standing” status.
- ◆ pay for any exam-related fees and expenses.

Once they pass the certification examination, they will be allowed to apply properly documented “Continuing Education Units” accrued during the “Inactive Probationary Period” to their 5-year renewal cycle.

Should the candidate fail the exam on their second attempt, they will be considered “Suspended”. To recertify, they must meet eligibility requirements applicable at the time of reapplication and any other conditions outlined in the Certification Renewal Handbook that apply to “Suspended” certificants.

Procedures for Certification Renewal, Reactivation and Reinstatement

Active in Good Standing

1. Pay yearly renewal fee.
2. Attain required Continuing Education Units (CEUs) within the 5 years prior to the renewal due date.
3. Return completed "Certification Renewal Verification Log" and certification renewal application on or before renewal date.
4. Read and agree to abide by the BCCA Certification Attestation (see page)

Inactive Probationary Status

Only for Certificants Certified by Credentials Alone:

Individuals currently certified by credentials alone must pass the BCCA exam by March 23, 2011.

*This date has been extended from November, 2010, as there will be no IAA conference in 2010.

Those who pass the exam will enter a five-year renewal cycle as of the date of that exam, and will need to meet renewal requirements including fees and continuing education requirements (See procedures for **Active in Good Standing** above).

Those who do not pass will enter a Probation period, and will need to take and pass the exam by March 23, 2011.

If the exam is not passed by 03-11, the certificant will be suspended. At that time, to become recertified, the suspended individual will need to meet eligibility requirements and pay all associated fees.

Lapsed

Individuals reactivating certification between April 1st and December 31st of their renewal year:

1. Pay yearly renewal fee and late fee.
2. Attain required Continuing Education Units (CEUs) within the 5 years prior to the renewal due date.
3. Return completed "Certification Renewal Verification Log" and certification renewal application.
4. Read and agree to abide by the BCCA Certification Attestation (see page)

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Individuals reactivating certification after December 31st of their renewal year:

1. Pay yearly renewal fee and late fee.
2. Attain required Continuing Education Units (CEUs) within the 5 years prior to the renewal due date.
3. Submit documentation verifying that required CEUs were attained within the 5 years prior to the renewal date.
4. Return completed "Certification Renewal Verification Log" and certification renewal application
5. Read and agree to abide by the BCCA Certification Attestation (see page)

Retired in Good Standing

Certificants reactivating from "Retired" to "Active in Good Standing":

1. Submit a completed certification renewal application and fee.
2. Attain required Continuing Education Units (CEUs) within the 5 years prior to the renewal due date.
3. Submit documentation verifying that required CEUs were attained within the 5 years prior to the renewal date.
4. Return completed "Certification Renewal Verification Log" and certification renewal application on or before renewal date.
5. Read and agree to abide by the BCCA Certification Attestation (see page)

Suspension

Certificants reinstating certification from "Suspended" to "Active in Good Standing":

1. Send a written request for reinstatement.
2. Present proof of meeting the conditions of suspension.

If the suspended individual does not meet the conditions of suspension within the defined suspension period, certification will be revoked.

Continuing Education Requirements

Certificants are required to accrue 60 Continuing Education Units (CEUs) during their 5-year renewal cycle. At least 60 percent (or 36 CEUs) of the total CEUs accrued must pertain directly to clinical anaplastology skills and Knowledge (Category I). Continuing Education activities relating to clinical anaplastology do not include regular practice hours or work hours.

The remaining CEUs (up to 24) can be accrued in areas that do not relate directly to clinical anaplastology, but provide supplemental information or valuable knowledge in allied fields, or impact your current professional role (Category II). The current professional role is the primary role a certificant assumes, such as clinician, administrator, or educator. Professional development activities may include continuing education in areas that enhance skills in the professional role; e.g. administration, management, and research.

Accruing Continuing Education Units (CEUs)

- Units earned after January 1, 2007, may be used to satisfy the professional Continuing Education requirements for the next renewal cycle. A maximum of twelve (12) units may be carried from the last renewal cycle to the next cycle, if the units were earned in the last year of the renewal cycle and are in excess of the required sixty (60) units.

Example: A CCA accrues 75 units within the 5-year renewal cycle—an excess of 15 units. Nine (9) of the excess units were accrued during the last year of the cycle (the other 6 were accrued earlier in the cycle). The 9 units earned in the last year can be carried into the next renewal cycle.

- Continuing Education units cannot be accrued from activities that are a regular part of your current work role.
- Verification documentation (e.g. certificates) of the sixty (60) Continuing Education units should not be sent to BCCA unless specifically requested to do so. Only if a certification has been inactive for more than one (1) year, or a certificant is selected for audit, will verification documentation be required. **A completed “Certification Renewal Verification Log”, which lists credited activities will be required at the end of the 5-year renewal cycle**

Continuing Education requirements apply to all certificants—regardless of current employment status, certification status, or credential.

Membership in the IAA is not a requirement for the CCA credential; however, it is encouraged because of the opportunities and benefits afforded members.

Credential	Minimum total units	Minimum Category 1: Core Anaplastology	Maximum Category 2: Supplemental	Carry-over allowance
CCA	60	36	24	12

Certification Audit

All BCCA certificants who renew their CCA certification are subject to random audit of their compliance with the continuing education requirements. The number of certificants audited will be sufficient to provide a 95% confidence level regarding the renewal rate of CCA certificants. To successfully complete the audit, the individual must submit evidence of attaining 60 CEUs within their 5-year renewal cycle. Any certificant who is chosen and does not successfully complete the audit will have their certification **suspended** until all audit requirements are met. If these requirements are not met within one (1) year from the date of suspension, the individual's certification will be **revoked**.

It is the candidate's responsibility to maintain complete records in the event of being audited.

(Send these materials ONLY if requested). Documentation should include:

- Verification of attendance
- Name of participant
- Dates of the course
- Length of activity (in hours or contact hours)
- Title of the course
- A grade report/transcript if using academic credits
- If author of a book, a copy of the title page, number of pages and table of contents
- If authoring a chapter, a copy of the title page and table of contents with chapter name and author
- If published in a journal, a table of contents with title and author
- If poster presentation, meeting syllabus or table of contents listing the presenter and title of poster
 - Other supportive material may include syllabi, course outlines, handouts or other course materials

BCCA Certificant Attestation

Individuals renewing their certification must read and agree to the following *BCCA Certificant Attestation*.

On the certification renewal application, the applicant is required to acknowledge by signature that they have read and agree to abide by the Attestation. By my signature, I attest that the information I submit in this application and in any required accompanying or subsequent documentation is true and accurate to the best of my knowledge. Additionally, I understand that persons who apply for initial certification as an CERTIFIED CLINICAL ANAPLASTOLOGIST (CCA), who are currently certified by BCCA, or renewing their certification with BCCA, are subject to BCCA's *Code of Conduct & Administrative Procedures*. In order to maintain my certification, I understand that from time-to-time BCCA may amend its requirements, policies, and procedures for initial certification, certification renewal, and *Code of Conduct & Administrative Procedures*.

During my renewal cycle, I agree to notify BCCA in writing immediately if I fail to comply with the *BCCA Code of Conduct*.

I also agree to notify BCCA in writing of any address or name changes within thirty (30) days after the change becomes effective. If requested to do so, BCCA may verify my certification status.

I attest that I have completed all certification renewal requirements, including professional development activities to accrue 60 Continuing Education Units—a minimum of 36 of which relate to the practice of clinical anaplastology. If my certification has been in lapsed status for more than one (1) year, I attest that the verification documentation I submit demonstrates completion of 60 Continuing Education Units —at least 36 of which relate to the practice of clinical anaplastology. These activities have been accrued within the last 5 years.

A set of procedures outlined in the *BCCA Code of Conduct & Administrative Procedures* apply to all Board actions, complaints, inquiries received, or appeals regarding the misconduct of a certificant, applicant, or non-certificant. Actions taken under these procedures do not constitute enforcement of the law, although referral to appropriate federal, state, or local government agencies may be made about the misconduct of a certificant, applicant, or non-certificant in appropriate situations.

Continuing Education Activities Chart

CEU ID#	Continuing Education Activity	CEU Value	Max. units allowed per 5 year cycle	Verification Documentation
Volunteering				
1	Volunteering for organizations, populations, individuals to promote the use of one's clinical anaplastology skills and experiences.	5 hours= 1 unit	30 units for Core Content, 15 units for Supplemental	Verification of hours via letter from organizations OR a report describing the hours and outcomes of volunteer service
Attending Workshops/Courses/Independent Learning				
2.1	Attending workshops, seminars, lectures, and conferences, hosted by a professional organization.	1 hour = 1 unit	60 units for Core content, 30 for supplemental	Workshop agenda AND one of the following: contact hours, certificate of attendance, or letter from sponsor of course confirming dates & hours of attendance.
2.2	Attending employer provided, workplace continuing education. (does not include new staff orientation activities) {same workshop may be claimed 1 time only for CEUs}	1 hour = 1 unit	60 units for Core content, 30 for supplemental	Workshop agenda AND one of the following: contact hours, certificate of attendance, or letter from sponsor of course confirming dates & hours of attendance.
2.3	Attending privately sponsored or commercial workshops, seminars, and lectures, with clinical anaplastology content.	1 hour = 1 unit	60 units for Core content, 30 for supplemental	Workshop agenda AND one of the following: contact hours, certificate of attendance, or letter from sponsor of course confirming dates & hours of attendance.
2.4	Attending workshops, seminars, lectures, by continuing education providers, e.g. state associations, CE companies (same workshop may be credited one time only for CEUs).	1 hour = 1 unit	60 units for Core content, 30 for supplemental	Workshop agenda AND one of the following: contact hours, certificate of attendance, or letter from sponsor of course confirming dates & hours of attendance.
3	Reading peer-reviewed, role-related professional journal article and/or textbook chapter and writing a description of the implications for improving skills in one's role. {Current copyright on textbook edition cannot exceed 5 years from start date of certification cycle; cannot use textbook that is required reading for academic coursework/audited course, if course is also being claimed for CEUs}.	2 articles or chapters = 1 unit	60 units for Core content, 30 for supplemental	Annotated bibliography AND a report with analysis of how articles impacted improving skills in one's role.
4	Formal Academic Coursework. Course must relate to either clinical anaplastology or professional role.	1 credit hour/per semester = 10 CEUs	60 units for Core content, 30 for supplemental	Official transcript from accredited college/university.
5	Independent learning <i>without</i> assessment element (audited coursework video/audio courses, etc.	2 hours = 1 unit	15 units for Core Anaplastology or Supplemental	CEUs, contact hours, certificate of completion verifying time spent OR summary report of learning with notation of hours spent
Presenting				
7	Primary or co-presenter making a professional presentation at state, national or international workshop, seminar or conference (One-time presentation per topic; time spent on preparation cannot be included. Presentation time includes question & answer) <i>*Increments less than 1 hour will receive 4 units.</i>	1 hour = 6 units*	60 units for Core content, 30 for supplemental	Copy of Presentation OR copy of program listing. Presenter names and times and title of presentation must be indicated on documentation.
8	Primary or co-presenter making a poster presentation at state, national or international workshop, seminar or conference (one-time presentation per topic; time spent on preparation cannot be included).	4 units per poster	30 units for Core Anaplastology or Supplemental	Copy of Presentation OR copy of program listing. Presenter names and times and title of presentation must be indicated on documentation.

CEU ID#	Continuing Education Activity	CEU Value	Max. units allowed per 5 year cycle	Verification Documentation
9	Serving as adjunct faculty, teaching clinical anaplastology related academic course. (must not be one's primary role; one time per course title; time spent on preparation cannot be included). NOTE: for a one-time lecture use CEU ID#10	1 course credit = 6 units	60 units for Core content, 30 for supplemental	Date, lecture/academic course title, name of institution, letter from instructor indicating time spent in classroom, and course/lecture goals and objectives.
10	Primary or co-presenter providing professional in-service training or instruction for anaplastologists, or related professionals (i.e.: surgical or prosthodontic residents). (One-time presentation per topic; time spent on preparation cannot be included. Presentation time includes question & answer). <i>**Increments less than 1 hour will receive 2 units</i>	1 hour = 4 units **	30 units for Core Anaplastology or Supplemental	Letter from supervisor on letterhead that includes: presenter's name, dates/time of presentation, attendance records, goals and objectives of in-service training, and verification of hours.
11	Primary or co-presenter providing presentation for an association or group of non-health care professionals (i.e. Rotary Club, schools) on anaplastology related topic (One-time presentation per topic; time spent on preparation cannot be included).	1 hour = 2 units	30 units for Core Anaplastology or Supplemental	Copy of Presentation or copy of program listing that includes: presenter's name, date, time and location of presentation; and contact person for organization.
Mentoring				
12.1	Mentoring a CCA or other professional to improve the skills of the protégé.	1 day = 1 unit	30 units for anaplastology only	Goals, objectives, and analysis of mentee performance.
12.2	Mentoring a student in an educational program.	1 week = 5 units	30 units for anaplastology only	Goals, objectives, and analysis of mentee performance.
13	Receiving mentoring from a CCA or other professional in good standing to improve the skills of the protégé.	1 month = 10 units	30 units for anaplastology only	Goals and objectives established in collaboration with the mentor and self-analysis of performance.
Publishing				
14	Primary or Co-author of anaplastology article in <u>non-peer reviewed</u> professional publication, e.g. community newsletters.	1 article = 5 units	60 units for Core content, 15 for supplemental	Copy of published article. Or notification letter that manuscript has been accepted.
15	Primary or Co-author of anaplastology article in – <u>peer-reviewed</u> professional publication, e.g. journal, book chapter, or research paper.	1 article = 25 units	60 units for Core content, 30 for supplemental	Copy of published article.
16	Primary or co-author of chapter in anaplastology related professional textbook.	1 chapter = 25 units	60 units for anaplastology core content	Copy of published chapter OR letter from editor.
17	Reviewing and editing professional manuscript for journal or textbook.	2 hours = 1 units	30 units for Core, 15 for Supplemental	Letter from publishing organization that verifies time spent.
18	Primary or co-primary investigator in extensive scholarly research activities or extensive outcome studies- defined as research associated with grants, post-graduate studies, or peer-reviewed journals.	30 units per study	30 units for Core, 15 for Supplemental	Grant funding number OR abstract/executive summary OR copy of the completed research/study that indicates certifiants as primary/co-primary investigator.
19	Developing instructional materials- training manuals, video programs, or software programs- that advance the professional skills of others (not for proprietary use; must not be part of one's primary role).	5 units	30 units for anaplastology only	Program Description (Note: Media and software materials may be requested by BCCA).
Scientific Committee				
20	Reviewing abstracts as part of peer review board for a scientific meeting.	1 unit per committee appointment	30 units for anaplastology only	Note from Program Chair, Title(s) of abstracts reviewed.

BCCA Certification Renewal Verification Log

Category I: Core Anaplastology Continuing Education Activities

Please type or print clearly using pen. Copy this form if additional space is needed.

Name:	Start date of certification cycle:
Certification Number:	

CEU ID#	Program Title or Activity Description	Date of Program or Activity <small>(chronological order)</small>	Program Sponsor <small>(if any)</small>	Location	Number of assigned units	Audit Use Only
Subtotal this page:						

Audit Use only: Approved CEUs: _____

BCCA Certification Renewal Verification Log

Category II: Supplemental Continuing Education Activities

Please type or print clearly using pen. Copy this form if additional space is needed.

Name:	Start date of certification cycle:
Certification Number:	

CEU ID#	Program Title or Activity Description	Date of Program or Activity <small>(chronological order)</small>	Program Sponsor <small>(if any)</small>	Location	Number of assigned units	Audit Use Only
Subtotal this page:						

Audit Use only: Approved CEUs _____
