

**** ADDENDUM TO THE
CBSPD CEU PROTOCOLS ****

**PLEASE KEEP THIS NOTICE AND THE
CEU PACKET ATTACHED FOR FUTURE
REFERENCE.**

ALL CANDIDATES MUST INCLUDE ALL ORIGINALS OF CERTIFICATES / PROGRAMS / INSERVICES FOR RE-CERTIFICATION. THE CBSPD WILL NOT ACCEPT COPIES OF CERTIFICATES ANY LONGER. IF YOU DO NOT HAVE THE ORIGINAL VERSION OF THE CERTIFICATE, YOU MAY SUBMIT A COPY AND A ONE TIME EXCEPTION WILL BE MADE. HOWEVER, GOING FORWARD, ALL ORIGINAL CERTIFICATES MUST BE SUBMITTED WITH YOUR RE-CERTIFICATION APPLICATION. **FAILURE TO COMPLY WITH THIS PROCEDURE WILL RESULT IN THE REJECTION OF YOUR RE-CERT APPLICATION WHEN YOU SUBMIT IT**



The Certification Board for Sterile Processing and Distribution, Inc. (CBSPD)

148 Main Street, Suite B-1, Lebanon, New Jersey 08833

CONTINUING EDUCATION PROTOCOLS

The CBSPD has developed the following information to clarify the criteria needed for re-certification:

1. Educational Programs are to be concentrated in subject areas directly related to the examination outline, as described below, for each level of certification.
2. Programs must be reviewed and contact hours approved by the CBSPD Continuing Education Committee.
3. Approved programs are granted one (1) point per contact hour based on a sixty (60) minute hour of educational content to be used only once in a five year re-certification period.

EXAMINATION OUTLINES: Educational programs must be in the subject areas noted below for each level of certification:

CERTIFIED TECHNICIAN: The educational program(s) subject content for the CSPDT must be directly related to:

1. Roles and Responsibilities of the CSPDT
2. Life Sciences including anatomy and physiology and biology.
3. Decontamination
4. Preparation and Handling
5. Sterilization
6. Sterile Storage, Inventory Management, and Distribution

CERTIFIED AMBULATORY SURGERY TECHNICIAN: The educational program(s) subject content for the CASSPT must be directly related to:

1. Roles and Responsibilities of the CASSPT
2. Life Sciences including anatomy and physiology and biology.
3. Decontamination
4. Preparation and Handling
5. Sterilization
6. Sterile Storage and Distribution

SUPERVISOR: The educational program(s) subject content for the CSPDS must be directly related to:

1. Fiscal Management
2. Human Resource Management
3. Roles and Responsibilities
4. Life Science
5. Decontamination
6. Preparation and Handling
7. Sterilization
8. Sterile Storage, Inventory Management and Distribution

MANAGER: The educational program(s) content for the CSPDM must be directly related to:

1. Fiscal Management
2. Human Resource Management
3. Roles and Responsibilities
4. Life Science
5. Decontamination
6. Preparation and Handling
7. Sterilization
8. Sterile Storage, Inventory Management and Distribution

SURGICAL INSTRUMENT PROCESSOR: The educational program(s) subject content for the CSIP must be directly related to:

1. Decontamination of Surgical Instruments
2. Preparation and Packaging of Surgical Instruments
3. Sterilization of Surgical Instruments
4. General Knowledge of Instrumentation.

FLEXIBLE ENDOSCOPE REPROCESSOR: The educational program(s) subject content for the CFER must be directly related to:

1. Infection Control
2. Reprocessing Techniques
3. Standard Equipment for Endoscopic Procedures
4. Chemicals
5. Rules and Regulations
6. Safety
7. Basic Medical Competencies and Performance Standards
8. Recordkeeping
9. Specimen Handling
10. Ethical Standards

The total points that need to be accumulated over the 5 year period in order to re-certify are as follows:

Technician (CSPDT) – 100

Ambulatory Surgery Technician (CASSPT) – 100

Surgical Instrument Processor (CSIP) – 100

Flexible Endoscope Reprocessor (CFER)- 100

Supervisor (CSPDS) - 150

Manager (CSPDM) - 150

Re-certification points may be obtained in the following manner:

1. *Adult or Continuing Education* – These programs are defined as programs that extend over multiple days/weeks that cover exam content material but do not qualify as a “college” course. The course must be taken during the certificant’s 5-year re-certification period. **You need to provide a copy of a certificate of completion of the course** at the time of re-certification that includes course title, location and dates the course was taken.

Programs are granted 1 point per contact hour for a **maximum** of:

- TECHNICIAN - 5 points per re-certification period,
- AMBULATORY SURGERY TECHNICIAN - 5 points per re-certification period.
- SUPERVISOR & MANAGER - 10 points per re-certification period
- SURGICAL INSTRUMENT PROCESSOR - 5 points per re-certification period.
- FLEXIBLE ENDOSCOPE REPROCESSOR - 5 points per re-certification period

2. *College courses* – will be awarded one (1) point per credit hour with completion of the course with a grade of “70” or better, to a **maximum** of 10 points per re-certification period. Proof of attendance and grade will be necessary at the time of re-certification. Examples of approved courses are: Biology, Chemistry, Safety, Anatomy/Physiology, Microbiology, and Computers. Other courses should be submitted to the CBSPD for consideration. The course must be taken during the certificant’s 5 year re-certification period.

3. *Employment During a Re-certification period-*

TECHNICIAN AND AMBULATORY SURGERY TECHNICIAN: Full Time - 10 points per year; Part time - (at least 20 hours/week) 5 points per year; Per diem - (at least 6 days per month) 3 points per year during a five year re-certification period. **THE MAXIMUM POINTS PER YEAR FOR WORKING IS 10 (TEN)**

SUPERVISOR & MANGER: Full time 5 points per year, Part time (20 hours/week) 2.5 points per year during a five year re-certification period. **THE MAXIMUM POINTS PER YEAR FOR WORKING IS 5 (FIVE)**

SURGICAL INSTRUMENT PROCESSOR: Full Time - 10 points per year; Part time - (at least 20 hours/week) 5 points per year, Per diem - (at least 6 days per month) 3 points per year during a five year re-certification period. **THE MAXIMUM POINTS PER YEAR FOR WORKING IS 10 (TEN)**

FLEXIBLE ENDOSCOPE REPROCESSOR: Full Time - 10 points per year; Part time - (at least 20 hours/week) 5 points per year, Per diem - (at least 6 days per month) 3 points per year during a five year re-certification period. ***THE MAXIMUM POINTS PER YEAR FOR WORKING IS 10 (TEN)***

4. *Chairing or serving on committees or holding office in a local, state, and/or national level of a CS/SPD related healthcare professional organization.* Serving or chairing on a committee or holding office must be during the certificant's 5-year re-certification period. A letter printed on the organization's letterhead stating the dates served *listing the office held, committee chaired or committee served on* will be needed. A letter signed by an organization officer other than the certificant *will be needed*.

TECHNICIAN & AMBULATORY SURGERY TECHNICIAN: 2 points per year for a **maximum** of 10 points per re-certification period.

SUPERVISOR & MANAGER: 5 points per year for a **maximum** of 25 points per re-certification period.

SURGICAL INSTRUMENT PROCESSOR & FLEXIBLE ENDOSCOPE REPROCESSOR: 2 points per year for a **maximum** of 10 points per re-certification period.

5. *Programs, departmental in-services, videos, printed in-services in magazines, newsletters, websites:* The CBSPD-CEU Committee reviews and awards contact hour approval. The approval status (approval code number or pre-approval status), approved contact hour(s), date in-service printed (if applicable), good for five years *from* publication date, and date completed are to be placed on a Certificate or in-service listing for each individual and signed by the department manager or designee who is verifying that the individual completed the in-service printed post test. All individual in-services, videos, printed in-services are to be used only once during a 5 year re-certification period.
6. *Submitting test questions:* For every 10 (ten) test questions submitted and **accepted by the Item Review Committee** 2 contact hours will be awarded for a maximum of 15 points per re-certification period. Each question submitted must be relative to the exam content outline, must specify which test it was written for, have current references and four possible answers with the correct answer identified. A certificate from the Item Review Committee will be sent once the questions are accepted.
- 7) Writing an in-service with 10 post questions related to the CBSPD exam content outline - submit for approval by the CBSPD and subsequently published – 5 points per printed in-service, no more than 2 in-services per year for a maximum of 50 points per re-certification period. A copy of the published in-service would need to be submitted with re-certification material.
- 8) Published article related to CBSPD exam content outline during current re-certification period - (article of 800-1000 words - 10 points per year) no more than 1 article per year for a *maximum of 50 points per re-certification period - a copy of the publication must accompany the re-certification material.*

9) *Presentations of CS/SPD educational programs that relates to the exam content outline to groups (other than departmental in-services) - 1 point per contact hour to a maximum of 10 points per year or 50 points per re-certification period. Must include a brochure /announcement of the presentation/program that includes date of presentation with the program objectives with re-certification material.*

10) **For the Flexible Endoscope Reprocessor Certification:** *Presentations of Flexible Endoscope Reprocessing educational programs that relates to the exam content outline to groups (other than departmental in-services) - 1 point per contact hour to a maximum of 10 points per year or 50 points per re-certification period. Must include a brochure /announcement of the presentation/program that includes date of presentation with the program objectives with re-certification material.*

To expedite and facilitate the approval of Continuing Education programs the CBSPD encourages pre-approval for all seminars/outside programs. It is recommended that these programs be submitted at least six weeks prior to the program. Departmental In-service programs can be submitted up to 30 days after the in-service.

* **PLEASE NOTE:** It is the responsibility of the agency/group sponsoring the seminar to ensure that all individuals remain until the end of the program. Anyone leaving before the end of the program should be supplied with a revised certificate indicating the number of contact hours the registrant was present. Non-compliance with this may result in loss of privileges for CEU approval from the CBSPD.

PURPOSE: To encourage and advance the knowledge and technical skills of Sterile Processing and Distribution Technicians, Ambulatory Surgery Technicians, Supervisors, Managers, Surgical Instrument Processors and Flexible Endoscope Reprocessors certified by the CBSPD, the Continuing Education Committee will review educational programs (sponsored by allied professional organizations or related entities), videos, printed and web site in-services, and departmental in-services for applicable continuing education credits.

A. To submit an EDUCATIONAL PROGRAM SPONSORED BY A PROFESSIONAL ASSOCIATION AND/OR RELATED ENTITY (i.e. Vendor, Manufacturer)

1. Obtain an Application for review of an Educational Program or In-service from the CBSPD.
2. An official program attached to the submission form will be accepted as long as all of the following information is included in the printed program (if the program is not available make sure that this information is on the application form correctly):
 - a. Program Title and Sponsoring Organization/Agency
 - b. Date(s) and Location of Program
 - c. Program Content
 - d. Program's Objectives
 - e. Faculty

- f. Number of Educational Hours (**NOTE:** Approval is based on a 60 minute hour of educational content and does not include Breaks, Luncheon, Tours and exhibit time.
 - g. A breakdown of the time frames each topic will be presented must accompany any request for seminar review
3. Submit the printed program and the CBSPD approval form *at least six weeks prior to the program.*
 4. If approved by the CBSPD, an approval code number and contact hours will be assigned to each program. **THIS NUMBER IS TO REMAIN CONFIDENTIAL AND IS NOT TO BE PRINTED IN THE PROGRAM OR BE ANNOUNCED.** The registrants should be provided with a Certificate of Attendance (at the end of the program) with the participants name, the program title, date program presented, the CBSPD approval code and the number of contact hours approved. The certificate must be signed by a representative of the sponsoring organization.
 5. **CERTIFICATES ARE TO BE MAINTAINED BY THE PARTICIPANT AND NOT SUBMITTED TO THE CBSPD UNTIL IT IS TIME FOR RE-CERTIFICATION** (once every five years).
 6. *Please note the following if you are requesting* Approval of a program or seminar as the sponsoring organization or company:
 - You can publish the fact that the program has been approved by the CBSPD, however, the approval code number is not to be published in any flyer or brochure advertising the program.
 - If the program will be held over several days you will receive an approval code number for each day so that those individuals attending only one day will receive credit. You will also receive a number for all days combined.
 - We ask that you put the approval code number on the certificates before you give them to the attendee.
 - We require that you **NOT GIVE OUT CERTIFICATES UNLESS AN INDIVIDUAL IS IN ATTENDANCE FOR THE ENTIRE TIME APPROVAL IS GRANTED FOR or HOURS ARE ADJUSTED ACCORDINGLY.**

***** INDIVIDUAL RESPONSIBILITY:**

Assure Program or Seminar you have or are planning to attend can be used for re-certification: It is your responsibility to assure that the CBSPD approval code and number of CEU's/Hours is on your certificate. If it has not been approved submit a request yourself and if approved attach the approval letter received from CBSPD to your certificate of attendance. Maintain this information until it is time for your re-certification.

B. To submit **DEPARTMENTAL INSERVICE PROGRAMS** for approval.

1. The Department Manager, Supervisor, or individual responsible for in-service, should obtain an Application for Review of an Educational Program/In-service from the CBSPD and complete it. The form must be submitted to CBSPD within 30 days after the in-service has been given. **NOTE:** It is recommended that departmental in-services be submitted at least one month in advance but will be accepted up to 30 days after the date presented.
2. After the in-service program has been given have the employee(s) summarize the in-service and submit it to the Department Head or responsible individual for review. (In place of this summary a post test may be used.)
3. The CBSPD will review the program submission for approval. If approved, an approval code and contact hours will be assigned. The individual providing the submission will be advised of the action taken.
4. All employees who have qualified, by submitting a summary or completing a post test, should be provided a certificate, or letter/listing on hospital letter head, with the following information: Participants Name; Program Title; In-service Date; Approval Code Number; Approved Contact Hours. The certificate, letter or listing should be signed by the Department Head or designee. Each in-service is to be used only once during an individuals 5 year re-certification period
5. **CERTIFICATES/LETTERS/LISTINGS ARE TO BE MAINTAINED BY THE PARTICIPANT AND NOT SUBMITTED TO THE CBSPD UNTIL IT IS TIME FOR RECERTIFICATION** (once every five years).
6. **NOTE THE FOLLOWING:**
 - Only one person in the department, *or the department manager/supervisor* has to apply for approval of an departmental in-service
 - Once an approval number has been received that number is to be provided to all attendees by the manager or supervisor on a certificate/letter/listing of attendance which has the attendees name, program title, approval code number, date of in-service and contact hours awarded.
 - If your employer maintains your educational/in-service records on computer sheets the approval code number, contact hours awarded, date and title of the in-service/program must appear on that record and be signed by employer.
 - Mandatory Fire/Safety and JCAHO in-services required by your institution are covered in the points awarded for work experience and will not be approved for additional hours.

GENERAL INFORMATION: It is very important that you understand that the approval process takes approximately six weeks to complete. Please, allow enough time for this process. ***DO NOT*** submit your certificate of attendance at this time. You must maintain these certificates in a file to be submitted at the time you are required to re-certify. All programs must be submitted for approval. The only exceptions are:

- **There are In-services found in multiple journals and on certain websites that have been** pre-approved for a period of five (5) years from date of publication. These printed in-services are to have the statement (this in-service has been pre-approved by the CBSPD for ____ Hours.) You need to have a signed certificate/*list* from your manager or supervisor with your name, the name and date of the publication, the title of the in-service *and* the date completed. This certificate/*list* verifies that you have successfully completed the posttest. Each in-service is to be used only once during a 5 year re-certification period.
- **Published or Internet in-services** that offer CBSPD contact hour options that have been reviewed by the CBSPD CEU Committee for the organization providing that in-service are to have a statement that the CBSPD has reviewed the in-service. The directions to obtain *the* CBSPD approval code number from the sponsoring organization that are published with these in-services must be followed. Each in-service is to be used only once during a 5 year re-certification period.
- Published or Internet in-services that do not state they offer CBSPD approved or pre-approved contact hours may be submitted to the CBSPD CEU Committee for review and would be handled as departmental in-services.

For more information or to have questions answered you may contact the CBSPD by calling, writing or visiting our Web Page: **1-800-555-9765**

**148 Main Street, Suite B-1
Lebanon, NJ 08833
www.sterileprocessing.org**

THANK YOU.....

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR REVIEW OF AN EDUCATIONAL SEMINAR/PROGRAM OR INSERVICE

PLEASE READ INSTRUCTIONS CAREFULLY

1. This form should be photocopied so you will have forms for future submissions.

2. DEPARTMENT INSERVICES:

If applying for approval of a departmental inservice please note the following:

- * Only one person in the department, or the department manager/supervisor has to apply for approval of a program.
- * Once an approval number has been received that number is to be provided to all attendees by the manager or supervisor on a certificate of attendance which has the attendees name, program title, approval code number, date and CEU's/HRS awarded.
- * If your employer maintains your educational/in-service records on computer the approval code number, CEU's/HRS awarded, date, and title of program must appear on that record.

3. APPROVAL OF A PROGRAM OR SEMINAR AS THE SPONSORING ORGANIZATION OR COMPANY

If your organization, or company is sponsoring the program you are seeking approval for there are several things you must know:

- * You are not to publish the approval code number in any flyer or brochure advertising the program. You can publish the fact that the program has been approved by the CBSPD.
- * If the program will be held over several days you will receive an approval code number for each day so that those individuals attending only one day will receive credit. You will also receive a number for all days combined.
- * We ask that you put the approval code number on the certificate before you give them to the attendee.
- * We require that you NOT GIVE OUT CERTIFICATES UNLESS AN INDIVIDUAL IS IN ATTENDANCE FOR ENTIRE TIME APPROVAL IS GRANTED FOR or HOURS MUST BE ADJUSTED.

4. APPROVAL OF A PROGRAM OR SEMINAR YOU HAVE, OR ARE PLANNING TO, ATTEND

It is your responsibility to put the approval code and number of CEU's/Hours on your certificate after the program and to maintain that certificate until it is time for your recertification.

GENERAL INFORMATION

It is very important that you understand that the approval process takes approximately six weeks to complete. Please, allow enough time for this process.

DO NOT submit your certificate of attendance for approval AT THIS TIME. You must maintain these certificates in a file to be submitted at the time you are required to re-certify every five years.

IF YOU NEED MORE INFORMATION, OR HAVE QUESTIONS, PLEASE CONTACT:

CBSPD
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