



ABSA Biological Safety Professional Credentialing Maintenance Program

The ABSA International Credentialing Maintenance (CM) Program assures that Registered Biosafety Professionals (RBPs) and Certified Biological Safety Professionals (CBSPs) maintain their professional qualifications. The CM Program requires RBPs/CBSPs to participate in professional development activities in addition to the biological safety activities encountered through their daily job functions. RBPs/CBSPs must meet the requirements of the CM Program to maintain their credentials.

The Credentialing Maintenance cycle is a five-year cycle that begins on January 1 of the calendar year following the granting of a certificate and ends on December 31 of the fifth year. ABSA will send RBPs/CBSPs notification when the initial certification is granted and a reminder at the beginning of the calendar year in which the 5-year cycle is due to end. Maintenance worksheets are available on the ABSA website. These worksheets must be submitted to the ABSA Credentialing Maintenance Board (ABSA CMB) by February 1 of the year following the end of the 5-year cycle. There is a fee of \$50 for ABSA members to recertify the RBP and/or CBSP credential (maximum of \$50); \$100 for a non-member to be re-credentialed for one or both credentials (maximum \$100).

The CM Program mandates that **40 CM points** must be earned in every five-year cycle from among the categories of activities defined below in *Acceptable Activities and Documentation*. A minimum of 15 of the 40 CM points per five-year cycle must be earned from professional development Categories 4-8. At the time of renewing their credentials, the RBP/CBSP must use the CM worksheets to report their professional activities and point accrual. **CM worksheets should be submitted to the ABSA Office without supporting documentation.** Each cycle, a percentage of worksheets will be selected at random for an audit. If selected, RBPs/CBSPs will be requested to submit supporting documentation for the activities listed on their worksheet. Results of the evaluation of CM worksheets or audit documentation will be sent to the RBP/CBSP by the ABSA CMB. Individuals who are audited will have one month to submit the required documentation. Documentation records should be kept until the end of the calendar year following credentialing maintenance, so that individuals chosen for an audit may submit materials within one month of notification.

Credential holders who have not accrued adequate CM points during their 5-year cycle may renew their credentials by taking and passing the CBSP examination. CBSP holders who fail to fulfill the program requirements and fail to renew their credentials by examination will be removed from ABSA's list of credentialed biosafety professionals and may no longer use the CBSP designation.

RBPs who have not accrued adequate CM points during their 5-year cycle may receive a 1-year suspension during which time they will not be allowed to use the RBP credentials. During that year they must earn the missing points as well as the additional 8 points for the next year. If they are unable to do this they must reapply for their RBP after obtaining an average of 8 points per year for three consecutive years.

INSTRUCTIONS

The Credentialing Maintenance Worksheet **MUST** be typed. The form must be completed properly or it will be returned to the applicant and not be reviewed until it is complete. Please be sure all items are listed in the correct section of the form.

Any courses or activities which require CM approval (not sponsored by ABSA or its affiliates) should be submitted for review prior to submitting the credentialing worksheet. The number for any activities which require CM approval must be provided on the form. Provide the ABSA CM points where requested on the form. Do not use IACET points or other agencies' approval points/contact hours.

ACCEPTABLE ACTIVITIES AND DOCUMENTATION

Biological safety or biosafety-related activities are defined as any of the tasks covered by the CBSP examination. Acceptable documentation has been developed for many of the professional and educational activities related to the practice of Biological Safety. However, not all situations can be anticipated and RBPs/CBSPs are encouraged to contact ABSA to apply for CM points for biosafety-related activities that are not covered in the list below.

1. Professional Biosafety Practice (Maximum points allowed per year: 2.0)

- RBPs/CBSPs engaged in acceptable professional biosafety practice for 50% or greater per year – 2.0 CM points.
- RBPs/CBSPs engaged in acceptable professional biosafety practice for 20% or greater but less than 50% per year – 1.0 CM point.
- You must include a description of your biosafety-related duties.

Acceptable Support Documentation:

A letter from your employer verifying dates of employment and biological safety responsibilities. Biological safety consultants who are self-employed may document their practice by letterhead, employee identification number (if incorporated) and a list of clients for the documentation period.

2. Professional Biological Safety Organization Membership (Maximum points allowed per year: 2.0)

- Membership in the American Biological Safety Association – 1.0 CM point per year.
- Membership in an official ABSA affiliate – 0.5 CM point per year.
- Credit is NOT given for membership in NRCM, ASM, or other alliance organizations.

Acceptable Support Documentation:

A copy of your membership certificate(s) indicating dates of membership, dues receipts or canceled checks.

3. Technical/Professional Organization Service (Maximum points allowed per year: No limit)

- Service as President or President-Elect on the ABSA Council – 3.0 CM points per year.
- Service on the ABSA Council (excluding President or President-Elect) – 2.0 CM points per year. Service on the Council or Board of an official ABSA affiliate – 1.0 CM point per year.
- Service in ABSA as Team Leader – 2.0 CM points per year. (Note: Service by a team leader on one of his/her committees does not receive CM points.)
- Service as chairperson or co-chair on an ABSA committee – 1.0 CM point per year.
- Service on an ABSA committee, subcommittee, task force, working group, or Board – 0.5 CM point per year. (Service by an ABSA officer as liaison on an ABSA Committee does not receive CM points). Service on an ABSA affiliate committee – 0.5 CM point per year.
- Service as a mentor in the ABSA mentoring program – 0.5 CM points per mentee.
- Service on a non-ABSA biosafety-related governmental commission, council, and committee (national, state, and local) – 0.5 CM point per committee per year. Examples of such service include serving on a committee to revise BMBL, working on an NIH Office of Biotechnology

Activities (OBA) activity, or a local public health committee. (Note: CBSPs who are government employees do not receive credit for these activities if it is considered part of their job description.)

- Service on a non-ABSA, biosafety-related non-governmental commission, council or committee (e.g. community member of an IBC, AIHA biosafety committee member) – 0.5 CM point per year.

Acceptable Support Documentation:

A letter or other documentation supplied from the organization verifying the dates of your committee membership, service as an officer or mentor.

**4. Professional Publications and Presentations
(Maximum points allowed per year: No Limit)**

- Each peer-reviewed, biosafety-related paper or article which has been published during the current certification cycle – 1.0 CM point per author.
 - To count as biosafety-related, the contents of the publication must be clearly relevant to one or more of tasks on the CBSP Domain Task list.
- Each published, single author biosafety-related book – 5.0 CM points.
- Editors of biosafety-related books – 3.0 CM points per volume editor regardless of the number of editors.
- Each published chapter in a biosafety-related book – 1.0 CM point per author.
- CM points for articles in non-peer reviewed publications will be determined on a case-by case basis by the CMB. Complete an Application for CM Credit for determination. If approved, -0.5 CM points per author.
- Chief Editors of Applied Biosafety, the Journal of the American Biological Safety Association – 2.0 CM points per year.
- Associate and Assistant Editors of Applied Biosafety – 1.0 CM point per year.
- Reviewers for Applied Biosafety or reviewers of a biological safety-related paper in a recognized (indexed) journal – 0.5 CM point per article reviewed.
- Giving a biosafety-related technical/scientific presentation before a professional audience – 1.0 CM point. (Note: Credit may be claimed only once for the same scientific information presented.)
- Development of a biosafety-related technical/scientific exhibit displayed in a poster session at a national technical/ scientific meeting – 1.0 CM point. (Credit may be claimed only once for the same scientific information presented).

Acceptable Support Documentation:

Article/Paper/Book Chapter: A copy of the first page indicating the title, name of the publication, date of publication, the CBSP's name as author and other authors (if applicable).

Book: A copy of the title page indicating the title, publisher, date of publication, the RBP/CBSP's name as author and other authors (if applicable).

Editors/Reviewers: Letters or other documentation of service as a reviewer of papers or articles.

Presentations/exhibits: A copy of the program indicating the name of the meeting, the date of the meeting, the scheduling of the paper/exhibit, the author(s), and identification of the presenter.

**5. Conferences, Symposia, Local/Regional Meetings
(Maximum points allowed per year: No limit)**

- Attendance at the annual ABSA Biological Safety Conference – 0.5 CM point per half-day or 1.0 CM point per day. All courses must be a minimum of 1-hour to qualify for CM points.
- Biological safety-related conferences or symposia where ABSA co-sponsors the activity with a recognized national organization, such as CDC, NIH, ASM, APIC, etc., are acceptable for CM points. – 0.5 CM point per half-day or 1.0 CM point per day.
- Programs (formally organized scientific or career-related seminars, roundtables, symposia, or colloquia) sponsored by official ABSA affiliates – 0.5 CM point per half-day or 1.0 CM point per day of technical program.
- Luncheon or dinner meeting of ABSA affiliates, typically a business meeting followed by a technical or biosafety-related guest presentation – 0.25 CM point per meeting.
- Biosafety-related conferences, symposia, and meetings **not** sponsored or co-sponsored by ABSA or ABSA affiliates may be acceptable for CM points. Approval for these activities should be sought from the CMB. *

Acceptable Support Documentation:

RBPs/CBSPs must document the name of the conference or symposium, sponsoring organization, dates of attendance and proof of attendance (i.e. registration receipts, canceled checks, approved travel/expense reports, hotel receipts, or airline tickets, etc.). Certificates of completion with the RBPs/CBSP's name and date are acceptable.

*Attendees or sponsors of non-ABSA and non-ABSA affiliate conferences, symposia, programs, and meetings must apply to ABSA before CM points will be granted. A CM Credit Application form, available in the CM section at www.absa.org, should be used to provide the CMB with information about the sponsor, agenda or program, date(s) of the program and contact hours. The CMB will determine whether points will be awarded, based on the relevance of the activity to biosafety. The CMB uses the CBSP Exam Content (Domains) as a basis for determining relevance to biosafety. Applicants for CM credit should indicate the appropriate domain(s) and task number(s) from the CBSP Exam Content (Domains) that characterizes the conference content. Approval numbers and associated CM points will be listed in the credentialing maintenance section of the ABSA website.

6. Professional Development Courses (Sponsored or co-sponsored by ABSA) (Maximum points allowed per year for students and teachers: No limit)

- Attending an ABSA Biological Safety Conference pre-conference or other ABSA sponsored course -0.5 CM point per half-day, 1.0 CM point per full-day.
- Teaching an ABSA Biological Safety Conference pre-conference or other ABSA sponsored course – 1.0 CM point per half-day, 2.0 CM points per full-day of instruction.
- Where multiple teachers are involved, as long as they are actively participating during the entire course, the points apply to all teachers. For courses where periods exist when a teacher is not involved or responsible for the class, points should be based only upon actual class involvement time (e.g. Biosafety Review Course) – 0.125 CM point = 1 hour of involvement.
- Facilitating an ABSA Biological Safety Conference pre-conference course or other ABSA-sponsored course – 0.25 CM point per half day, 0.5 CM point per day. (Note: Facilitators do not receive attendance CM points for courses they facilitate.)

Note: Points will not be awarded for attending the same course or program more than once during a recertification cycle. Points will not be awarded for teaching the same course or program more than once during a year. All courses must be a minimum of 1-hour to qualify for CM points.

Acceptable Support Documentation:

Student: A copy of the course attendance certificate will serve to verify attendance at Biological Safety Conference Pre-Conference courses and other ABSA-sponsored courses.

Teacher: A copy of the course brochure or relevant program indicating the course you taught and the number of hours involved.

**7. Professional Development Courses (Non-ABSA Sponsored)
(Maximum points allowed per year for students and teachers: No limit)**

Sponsors or attendees of non-ABSA professional development courses must apply to ABSA before CM points will be granted. Information on the sponsor, detailed course content and date(s), and contact hours should be submitted using the CM Credit Application form, which is located in the CM section of www.absa.org. The CMB will determine whether points will be awarded, based on relevance of the course to biosafety. The CMB uses CBSP Exam Content (Domains) as a basis for determining relevance to biosafety. Applicants for CM credit should indicate the appropriate domain(s) and task number(s) from the CBSP Exam Content (Domains) document that characterizes the course content. Approval numbers and associated CM points will be listed in the RBP/CBSP section of the ABSA website.

- **Attending** an approved biosafety-related educational course -0.5 CM point per half day, 1.0 CM point per day. All courses must be a minimum of 1-hour to qualify for CM points.
- **Teaching** an approved biosafety-related education course – 1.0 CM point per half day, 2.0 CM points per day of instruction. Where multiple teachers are involved, as long as they are actively participating during the entire course, the points apply to all teachers. For courses where periods exist when a teacher is not involved or responsible for the class, points should be based only upon actual class involvement time and 0.125 CM point = 1 hour of involvement. All courses must be a minimum of 1-hour to qualify for CM points.
- Updating an online training module = 50% of what teaching the course would be; i.e., a 4-hr module would be worth 0.5 CM per review.
- Peer review and submission of comments for an ABSA owned course (Risk Assessment, Principles and Practices of Biosafety, etc.) would be worth 0.125 CM point per module reviewed.

Note:

- Teaching courses does not earn CM points under this category if it is part of your job description.
- Points will not be awarded for teaching the same course more than once during a year.
- Points will not be awarded for attending the same course more than once during a cycle.

Acceptable Support Documentation:

Student: A copy of your certificate of completion indicating course title, date(s) of attendance, and CMB approval number. Attendance may also be documented by a letter, attendance roster or some other documentation from the sponsor verifying the completion of the entire course or educational program along with the CMB approval number.

Teacher: A letter from the academic institution or course sponsor verifying that you taught the course, program, or seminar and a copy of the catalog description or information brochure indicating title of the course or program, date(s) taught, topics covered, length of presentation (in hours), and the CMB approval number.

Peer Review: A letter from ABSA verifying the module(s) reviewed and the date of submission.

8. College/University Courses

(Maximum points allowed per year: Student: No limit Teacher: No limit)

CM points can be earned by completing biological safety-related college or university courses. Courses must be given through an institution accredited by the Council on Higher Education Accreditation (CHEA). Non-college courses with American Council on Education (ACE) credit are also acceptable for CM points.

- Students – 1.0 CM point per semester hour.
- Teachers – 2.0 CM points per semester hour.
- MA/MS dissertation-2.5 CM points; PhD dissertation-5.0 CM points.
- International courses will be evaluated for U.S. equivalence by the CMB.
- Attendees must apply to ABSA before CM points will be granted. A CM Credit Application form, available in the CM section at www.absa.org, should be used to provide the CMB with information about the course contact hours. The CMB will determine whether points will be awarded, based on the relevance of the activity to biosafety. CBSP Exam Content (Domains) as a basis for determining relevance to biosafety. Applicants for CM credit should indicate the appropriate domain(s) and task number(s) from the CBSP Exam Content (Domains) document that characterizes the course content. Approval numbers and associated CM points will be listed in the recertification section of the ABSA website.

Acceptable Support Documentation:

Student: A copy of the official transcript bearing the Registrar's stamp or seal indicating the date of completion and credits earned. A description of the course content, passing grade, date of completion & credits earned.

Teacher: A letter from the academic institution or course sponsor verifying that the RBP/CBSP was appointed to teach the course, program, or seminar and a copy of the catalog description or information brochure indicating title of the course or program, date(s) taught, topics covered and the number of credits earned per student.

9. Recertification by Examination

Credential holders may choose to renew their credentials by taking and passing the CBSP Biological Safety examination. Passing the examination earns all 40 CM points required for the current five-year CM cycle. To renew credentials by examination, credential holders must have active status (paid current year's dues) and submit the full examination application fee and the CBSP Exam Application fee by February 1 of year 5 of their cycle. There are no other requirements. Note: The CBSP examination can be taken for CM point credit only during the last year of the five-year cycle. This will ensure that the credential holder's active status is not lost.

Acceptable Support Documentation:

Confirmation from the ABSA Office showing you have successfully passed the exam.

Approved by ABSA Council on September 14, 2005
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