



# ABSAs INTERNATIONAL

1200 Allanson Road • Mundelein, IL 60060-3808 • 866-425-1385 • Fax: 847-566-4580 • E-mail: [info@absa.org](mailto:info@absa.org) • Web Site: [www.absa.org](http://www.absa.org)

## Credentialing Maintenance Worksheet

**Name:** Jane Doe

**Address:** 123 Campus St.

**City:** New York

**State:** NY

**Zip Code:** 12345

**Telephone:** 123-456-7890

**email address:** [janedoe@gmail.com](mailto:janedoe@gmail.com)

**Employer:** University of Biosafety

**RBP/CBSP Certificate Number:** 03-999

**Your RBP/CBSP Cycle** 2010-2014

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. The maintenance cycle continues as long as the RBP/CBSP is in the practice of biological safety. ABSA will send the Credentialing Maintenance Worksheet when 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 must be submitted to the ABSA Credentialing Maintenance Board (ABSA CMB) by February 1 of the following year.

The Credentialing Maintenance Program mandates that **40 CM points** must be earned in every five-year cycle from among the categories of activities defined here 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. Refer to the ABSA Credentialing Maintenance Program document to determine CM points in each category.

CBSP holders who have not accrued adequate CM points during their 5-year cycle may recertify by taking and passing the NRCM SM Biological Safety examination. RBP holders who have not accrued adequate CM points during their 5-year cycle may renew their credentials by making up the missing CM points in the next year, along with the 8 points for that year. If they are unable to do this, they must obtain an average of 8 CM points over three consecutive years prior to requesting reconsideration.

**All information must be provided or the form will be returned for completion prior to being reviewed. Please submit the worksheets by email to [info@absa.org](mailto:info@absa.org) or mail to the ABSA International Office – 1200 Allanson Rd, Mundelein, IL 60060.**

## ABSA Credentialing Maintenance Cycle Summary Worksheet

*(Use this form to compute the cumulative points earned in each category for each year and for the 5-year cycle)*

Submitter's Name: Jane Doe

Cycle Years: 2010-2014

Date Submitted: 12/15/14

Cycle Year	Calendar Year	CM Points Earned by Category										Total
		1 Prof. Biosafety Practice	2 Biosafety Organization Memberships	3 Tech. / Prof. / Service	4* Prof. Publication / Presentation	5* Prof. Devel. Conf. / Mtgs.	6* ABSA Pre-conf. & Other Courses	7* Cont. Ed. Courses	8* College / Univ. Courses	9 CBSP Exam Questions	10 Re-cert by Exam	Points Earned for Year
1	2010	2.0	2.0	1.5	2.0	4.0						11.5
2	2011	2.0	2.0	1.5		4.0	1.0	1.0	1.0			12.5
3	2012	2.0	2.0	2.5		3.0		2.0				11.5
4	2013	2.0	2.0	2.0		1.0		0.75				7.75
5	2014	2.0	2.0	2.0		0.25						6.25
Total Points earned		10.0	10.0	9.5	2.0	12.25	1.0	3.75	1.0			49.5
Maximum CM Points Allowed		10 (2/yr)	10 (2/yr)	No Limit	No Limit	No Limit	No Limit	No Limit	No Limit	No Limit	40	40 CM Points required

\* 15 CM points / 5 year-cycle must be earned through continuing education Categories 4-8.

## 1. Professional Safety Practice

(Maximum points allowed per year: 2.0)

- CBSPs/RBPs engaged in acceptable professional practice for 50% or greater per year – 2.0 CM points
- CBSPs/RBPs engaged in acceptable professional practice for 20% or greater but less than 50% per year – 1.0 CM point

Please summarize your practice of biological safety practice for the period covered in the space provided here.

Dates (Mo/Yr)	NAME OF EMPLOYER	POSITION TITLE	BRIEF DESCRIPTION OF BIOLOGICAL SAFETY PRACTICE	CM Points
2010	University of Biosafety	Biosafety Officer	Administer Biosafety Program for University to include Institutional Biosafety Committee and BSL3 facility. Responsible Official for Select Agent program.	2.0
2011	University of Biosafety	Biosafety Officer	Administer Biosafety Program for University to include Institutional Biosafety Committee and BSL3 facility. Responsible Official for Select Agent program.	2.0
2012	University of Biosafety	Biosafety Officer	Administer Biosafety Program for University to include Institutional Biosafety Committee and BSL3 facility. Responsible Official for Select Agent program.	2.0
2013	University of Biosafety	Biosafety Officer	Administer Biosafety Program for University to include Institutional Biosafety Committee and BSL3 facility. Responsible Official for Select Agent program.	2.0
2014	University of Biosafety	Biosafety Officer	Administer Biosafety Program for University to include Institutional Biosafety Committee and BSL3 facility. Responsible Official for Select Agent program.	2.0
			<b>Total</b>	10.0

## 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 (see list of official affiliates on the ABSA website) – 0.5 CM point per year.

Dates	Name of Organization	ID number	CM points
2010-2014	ABSA	9999	5.0

2010-2014	MABSA	8888	2.5
2010-2014	AfBSA	7777	2.5
		<b>Total</b>	10.0

SAMPLE

**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 or Board – 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 point per mentee.
- Service by a non-ABSA biosafety-related government 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/RBPs 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.

SPONSORING SOCIETY	OFFICE HELD OR NAME OF COMMITTEE	STATUS ON COMMITTEE	INCLUSIVE MO/YR DATES	POINTS CLAIMED
ABSA	Scientific Program Committee	Chair	2010-2014	5
ABSA	Mentoring Committee	Member	2010-2014	2.5
Biosafety R Us Industry	Institutional Biosafety Committee	Community Member	2011-2013	1.5
New York City	City Biosafety Task Force	Member	2011	0.5
			<b>Total</b>	9.5

**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.
- 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. 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).

TITLE OF PAPER OR CHAPTER	TITLE OF JOURNAL, BOOK, PROFESSIONAL MEETING	DATE OF PUBLICATION/PRESENTATION	NUMBER OF AUTHORS	POINTS CLAIMED
Biosafety Program Development in a Large University (poster)	ABSA Conference	10/2010	1	1.0
Case Study: Lab Acquired Strep Infection (presentation)	MABSA Symposium	6/10/2010	1	1.0
			<b>Total</b>	<b>2.0</b>

**5. Conferences, Symposia, Local/Regional Meetings(Sponsored or co-sponsored by ABSA or its affiliates)**

- Attendance at the annual ABSA Biological Safety Conference – 0.5 CM point per half-day or 1.0 CM point per day.
- 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 must be sought from the CMB.
- Web-based courses sponsored by ABSA or its affiliates- points are based on the length of the course and will be listed on the ABSA website or on the course completion certificate.

Sponsor	Title and Location of Meeting, Conference, or Educational Program	Dates of Attendance	ABSA CM Approval Number (required only for non-ABSA events)	Points Claimed
MABSA	Annual Symposium- Collegeville PA	6/10/2010		1.0
ABSA	Annual Conference- Denver	10/4-6/2010		3.0
MABSA	Annual Symposium- Princeton NJ	6/9/2011		1.0
ABSA	Annual Conference- Anaheim CA	10/31/2011-11/2/2011		3.0
ABSA	Annual Conference- Orlando FL	10/22-24/2012		3.0
MABSA	Annual Symposium- Rutgers NJ	6/20/2013		1.0
AfBSA	Dinner Meeting- Kenya	6/18/2014		0.25
			<b>Total</b>	12.25

**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 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.)

Title and Location of ABSA Sponsored Course	Teaching/ Attendance status	Dates of course	Number of hours attended	Points Claimed
How to Develop an Export Management and Compliance Program- Anaheim	attend	10/30/2011	8	1.0
			<b>Total</b>	1.0



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

**Approval from the CMB must be obtained before CM points are awarded to non-ABSA educational courses.**

- **Attending** an approved biosafety-related educational course – 0.5 CM point per half day, 1.0 CM point per day.
- **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.
- Web-based courses not sponsored by ABSA or its affiliates- must be submitted to the CMB for approval.

Sponsor	Title and Location of Course	Teaching/ Attendance status	Dates	ABSA CM Approval Number (Required)	Points Claimed
USDA/CDC	Select Agent Program Workshop- webinar	attend	11/16/2011	12-417	1.0
Eagleson Institute	HVAC Systems & Lab Design- Sanford, Maine	attend	5/10-11/2012	12-480	2.0
EMLab and P&K	Bacteria: Evaluating Exposure and Health Risks webinar	attend	8/14/2013	13-649	0.5
AALAS Learning Library	Animal Facility Designs for Biocontainment	attend	12/15/2013	13-662	0.125
NIH	Working Safely in a BSL3 Laboratory	attend	5/14/2013	13-695	0.125
				<b>Total</b>	<b>3.75</b>

## 8. College/University Courses

(Maximum points allowed per year:

**Student:** No limit

**Teacher:** No limit)

- 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 CM points
- International courses will be evaluated for U.S. equivalence by the CMB.
- Approval for these activities must be sought from the CMB.

College or University	Title of Course	Teaching/ Attendance status	Dates of Attendance	ABSA CM Approval Number	Points Claimed
Duke University	MGM 282 Microbial Pathogenesis	attend	2/2011- 5/2011	12-427	1.0
				<b>Total</b>	1.0

## 9. Writing NRCM Examination Questions

(Maximum points allowed per year: No limit)

One (1.0) CM point will be awarded for every five (5) examination questions accepted by the NRCM Examination Development Committee. When questions are accepted or rejected, the Examination Development Committee will issue a letter indicating their decision to the submitter.

Number of Questions accepted	Dates Questions submitted	Dates Questions accepted	Points Claimed
		<b>Total</b>	