

 **Credentialing Maintenance (CM) Worksheet**

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| --- | --- | --- | --- | --- |
| **Last Name:** |  |  | **First Name:** |  |
| **Address:**  |  |  |
| **City:** |  | **State:** |       |  | **Zip Code:** |       |
| **Email address:** |  |  |
| **Employer:** |  |
| **Credentialing Cycle Years:** |  | **Date Submitted:**  |  |  |

The ABSA Credentialing Maintenance (CM) Program mandates that **40 CM** points be earned in every **5-year cycle** from among the categories of activities defined as **\**Acceptable***.

**\**Acceptable***— Any biological safety or biosafety-related activities that are specific to as many of the domain/tasks covered by the ABSA [CBSP Examination Content](https://absa.org/wp-content/uploads/2018/05/CBSP_Examination_Content_Domains.pdf).

This form **MUST** be computer printed/typed and **not** handwritten. Do not attach any supporting documentation unless this is an audit.

The following page (cycle summary) is used to log the cumulative points earned in each section for each year and for the 5-year cycle. Use each section to document earned CM points and record each total on the summary page.

For Sections 1-2, maximum CM points per year are 2.0 with a maximum of 10.0 per cycle. For the remaining Sections 3-7, there are no limits on possible points earned.

Return completed CM Worksheets to: credentialing@absa.org by February 1 the year following your cycle end. Be sure you are up to date on all [credentialing fees](https://absa.memberclicks.net/cm-fees) (maintenance and recertification) have been paid.

|  |  |  |
| --- | --- | --- |
| **Name:** |  |  |

**CM Cycle Summary**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cycle Year** | **Calendar Year** | **Section 1** | **Section 2** | **Section 3** | **Section 4** | **Section 5** | **Section 6** | **Section 7** | **Points Earned for Year** |
| Year 1 |  |  |  |  |  |  |  |  |  |
| Year 2 |  |  |  |  |  |  |  |  |  |
| Year 3 |  |  |  |  |  |  |  |  |  |
| Year 4 |  |  |  |  |  |  |  |  |  |
| Year 5 |  |  |  |  |  |  |  |  |  |
| **Total Points Earned** |  |  |  |  |  |  |  |  |
| **Maximum CM Points Allowed** | **10/cycle**(2/year) | **10/cycle**(2 /year) | **NoLimit** | **NoLimit** | **NoLimit** | **NoLimit** | **NoLimit** | **40 CM Points Required** |

A minimum of 15 of the 40 CM points must be earned through continuing education (Sections 4-7).

1. Professional Biosafety Practice
2. ABSA / ABSA Affiliate Association Membership
3. Technical / Professional Organization Service
4. Professional Publications and Presentations
5. ABSA Sponsored, Co-sponsored, or Affiliate Sponsored Event (Conference, Symposia, Meeting, or Professional Development Activity)
6. **\*\*Non**-ABSA Sponsored Event/Activity (Conference, Symposia, Meeting, or Professional Development Activity)
7. **\*\***College / University Courses

**\*\***[Applications for CM points](https://absa.org/cma/) must be submitted for point determination.

Refer to the [CM Program Guide](https://absa.org/wp-content/uploads/2022/11/ABSA-CM-Program-Guide.pdf) for eligibility in each section as well as possible points claimed.

**1. Professional Safety Practice**

 (Maximum points allowed per year: 2.0/Maximum points per cycle: 10.0)

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Dates(Mo/Yr) | Name of Employer | Position / Title | Summary of Biosafety Practice—Include the percentage of time spent related to biosafety | Points Claimed |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
|  |  |  |  | **Total** |  |

**2.** **ABSA / ABSA Affiliate Association Membership** (Maximum points allowed per year: 2.0 / Maximum points per cycle:10.0)

* Membership in ABSA International – 1.0 CM point per year.
* Membership in an official [ABSA Affiliate](https://absa.org/affiliates/) – .50 CM point per year.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Dates (Month/Year) | Name of Organization | Points Claimed |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
|  |  | **Total** |  |

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

* Service as President, Past-President, or President-Elect on the **current** ABSA Council – 3.0 CM points per year.
* Service on the **current** ABSA Council (not including President, Past-President, or President-Elect)– 2.0 CM points per year.
Council Liaisons do not receive credit for committees they oversee.
* Service in ABSA as a Team Leader – 2.0 CM points per year. Team Leads do not receive from those committees they oversee.
* Service as Chair or Co-chair on an ABSA committee or board – 2.0 CM point per year.
* Service as a member on an ABSA committee or board – 1.0 CM point per year.
* Service as an official council/board member of an [ABSA Affiliate](https://absa.org/affiliates/) – 1.0 CM point per year.
* Service as a committee member on an ABSA Affiliate – .50 CM point per year.
* Service as a mentor in the ABSA mentoring program – .50 CM point per mentee.
* Service on a non-ABSA biosafety-related governmental commission, council, or committee (national, state, and local) – 0.50 CM point per committee, per year. Examples include serving on a committee to revise the BMBL, working on an NIH Office of Science Policy activity, or a local public health committee.
* Service on a non-ABSA, biosafety-related non-governmental commission, council, or committee (e.g., community member of an IBC or an AIHA biosafety committee member) – 0.50 CM point per year.

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| **Note: Government and non-government employees do not receive credit for these activities if it is considered part of their regular job responsibilities.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Dates (Month/Year) | Position Held | Name of Organization or ABSA Affiliate | Points Claimed |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
|  |  | **Total** |  |

**4. Professional Publications and** **Presentations (Author, Editor, or Reviewer), Presentations
(Technical, Scientific, or Poster), LAI Database, and Blog Posting**
(Maximum points allowed: No limit)

* Each peer-reviewed, biosafety-related paper or article, which has been published during the current CM cycle – 2.0 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 edited regardless of the number of editors.
* Each published chapter in a biosafety-related book – 1.0 CM point per author.
* Giving a biosafety-related technical/scientific presentation/poster before a professional audience – 1.0 CM point.
* Development of a biosafety-related technical/scientific exhibit displayed in a poster session at a technical/scientific meeting – 1.0 CM point.
* Chief Editors of *Applied Biosafety* – 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 – .50 CM point per article reviewed.
* Service related to the ABSA LAI database - 0.125 CM points per 2 articles.
* Service related to ABSA Blog Posting - 0.125 CM points per post (maximum of 8 posts per 5-year cycle).

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| **Note: Credit may be claimed only once for the same scientific information presented or developed.** |

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| --- | --- | --- | --- | --- | --- | --- |
|  | Date of Publication, Presentation, or Task | Title of Journal / Book (or who was the task for) | Title of Paper / Chapter (or description of task)  | Your Role: Author, Presenter, Editor, or Reviewer | Number of Authors / Presenters | Points Claimed |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
|  |  | **Total** |  |

1. **ABSA Sponsored, Co-Sponsored, or Affiliate Sponsored Event (Conference, Symposia, Meeting, or Professional Development Activity)**(Maximum points allowed per year: No limit)
* Attending an ABSA event – 0.125 CM point per hour, 0.50 CM point per half-day, 1.0 CM point per full day. CM Points will **not** be awarded for attending the same course/program more than once during a recertification cycle.
* Attending a dinner meeting of an official [ABSA Affiliate](https://absa.org/affiliates/) that includes a biosafety-related presentation – 0.25 CM point per meeting.
* Completing a [Learning Verification Opportunity](https://absa.org/absa-lvo/) –– 0.25 point per successful quiz.
* Teaching an ABSA course – 0.25 CM point per hour 1.0 CM point per half-day, 2.0 CM points per full day of instruction. CM Points will **not** be awarded for teaching the same course/program more than once during a calendar year.
* Facilitating an ABSA training – 0.125 CM point per 2 hours, 0.25 per half day, or 0.50 CM point per full day of facilitating. CM Points will **not** be awarded for facilitating the same course/program more than once during a calendar year. Facilitators cannot receive attendee CM points on courses they are facilitating.

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| **Note: Professional Development refers to a pre-conference course, pre-symposia course, webinar, or live training. Official assigned CM points are listed on the** [**website**](https://absa.org/biopdalist/) **and do not require an approval number.** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date(s) of Attendance  | Title of Event, Activity, or Affiliate Meeting | Location: Place/Institution or Virtual | Sponsor: ABSA or Affiliate Name  | Status: Teacher, Attendee, or Facilitator | Number of Hours Attended | Points Claimed |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |
|  |  |  |  | **Total** |  |

1. **Non-ABSA Sponsored Activity (Conference, Symposia, Meeting, or Professional Development)**(Maximum points allowed per year for students or teachers: No limit)

* Attending a non-ABSA sponsored biosafety-related conference, symposium, or professional development activity– possible 0.125 CM point per hour. Points will **not** be awarded for attending the same course more than once during a recertification cycle.
* Teaching a non-ABSA sponsored biosafety-related conference, symposium, or professional development activity – possible 0.25 CM point per hour. 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 calendar year.

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| **Note: Professional Development refers to a pre-conference course, pre-symposia, webinar, or live training. Individuals claiming to have viewed on-demand videos, should be aware that they will need to provide proof of attendance if audited.** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date(s) of Activity | Title of Event, Activity, or Meeting | Sponsor | Status:Teacher, Student, or Facilitator | Location:Place, Institution,or Virtual | CM Approval #(Required) | Points Claimed |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |
|  |  | **Total** |  |

1. **Non-ABSA Sponsored Activity (additional lines if needed)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Date(s) of Activity | Title of Activity | Status:Teacher, Student, or Facilitator | Location:Place/Institutionor Web-based | CM Approval #(Required) | Points Claimed |
| 16 |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |
| 24 |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  |
| 26 |  |  |  |  |  |  |
| 27 |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |
| 32 |  |  |  |  |  |  |
| 33 |  |  |  |  |  |  |
| 34 |  |  |  |  |  |  |
| 35 |  |  |  |  |  |  |
| 36 |  |  |  |  |  |  |
| 3737 |  |  |  |  |  |  |
| 383535 |  |  |  |  |  |  |
|  |  | **Total** |  |

1. **College/University Courses**

(Maximum points allowed per year for students or teachers: No limit)

* Students – possible 1.0 CM point per semester hour.
* Teachers – possible 2.0 CM points per semester hour.

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| **Note:** [**Approval**](https://absa.org/cma/) **must be obtained before ABSA CM points are awarded. As these points are specific to the individual, they are NOT posted on the ABSA website.** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Date(s) of Attendance | College or University | Title of Course | Status:Teacher or Student | CM Approval #(Required) | Points Claimed |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
|  |  | **Total** |  |

Revised September 2023