



## CONTINUING EDUCATION QUALIFYING ACTIVITIES SUMMARY

This Summary updated in 2017 is designed to assist certificants reporting continuing education units (CEUs) using the CCA Renewal Application. Please note the following key components of the continuing education policy, some of which are new for 2017:

- Certification must be renewed every three years thus the reporting cycle is now every three years.
- Verifying documentation must be submitted with the application on the deadline.
- The BCCA annual fee must be paid/current.
- **November 1 is now the deadline for all CCA renewal applications.** In order to bring all members in alignment with this date, the following rules will be in place. If you have an existing certification that ends after November 1 (e.g., 11/20/19) thus making your deadline November 1 of the following year (for the same example, 11/1/2020), there will be a gap for which you can receive a temporary certification to validate your credentialed status.

CEU ID #	QUALIFYING ACTIVITY	CEU VALUE	MAXIMUM CEUS ALLOWED PER REPORTING CYCLE	VERIFICATION DOCUMENTATION
<b>EDUCATIONAL PROGRAMS</b>				
1.a	Attending workshops, seminars, lectures, and conferences, hosted by the International Anaplastology Association. <i>Calculating the Number CEUs:</i> When calculating the number of CEUs for an activity, figures should be based on instructional time, <b>excluding</b> welcomes, introductions, breaks, meals and other non-educational events.	1 hour = 1 unit	36 units for core content, 18 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.
1.b	Attending workshops, seminars, lectures, and conferences, hosted by other relevant professional associations.	1 hour = 1 unit	36 units for core content, 18 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.
1.c	Educational portions of programs sponsored by organizations or vendors on topics which maintain, update or enlarge knowledge and/or skill relevant to anaplastology.	1 hour = 1 unit	36 units for core content, 18 for supplemental	Agenda AND one of the following: contact hours, certificate of attendance, or letter from sponsor of course confirming dates & hours of attendance.
1.d	Attending telecommunications and web-based communications relevant to anaplastology (e.g. conference calls, webinars, podcasts).	1 hour = 1 unit	36 units for core content, 18 for supplemental	Agenda AND one of the following: contact hours, certificate of attendance, or letter from sponsor of course confirming dates & hours of attendance.

FORMAL EDUCATION/INDEPENDENT LEARNING CATEGORY				
2.a	Formal Academic Coursework; guided independent study, regular college or university course. Course must relate to either clinical anaplastology or professional role. Course must be completed by the cycle end date.	15 units for each semester/trimester credit. 10 units for each quarter credit.	36 units for core content, 18 for supplemental	Official transcript from accredited college/university.
2.b	Audit of academic course or relevant non-credit adult education course. Course must be completed by the cycle end date.	6 units for each semester/trimester credit. 4 units for each quarter credit.	9 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.
2.c	Correspondence and other formal, independent, online, or distance education study programs which consist of readings and exercises submitted to a knowledgeable instructor.	Credit for self-study programs is determined by hours of completion time recommended/ established by the CE sponsor.	9 units for core anaplastology or supplemental  Minimum of 55 minutes constitutes one class hour.	CEUs, contact hours, certificate of completion verifying time spent OR summary report of learning with notation of hours spent.
PUBLICATION OF MATERIAL CATEGORY				
3.a	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	36 units for core content, 18 for supplemental	Copy of published article.
3.b	Primary or co-author of chapter in anaplastology-related professional textbook.	1 chapter = 15 units	36 units for anaplastology core content	Copy of published chapter OR letter from editor.
3.c	Author of an article in a peer-reviewed research journal.	15 units	36 units for core or supplemental content	Copy of published chapter OR letter from editor.
3.d	Author of an educational article in a professional or trade journal.	5 units	30 units for core, 15 for supplemental	Copy of published chapter OR letter from editor.
3.e	Principal author of a comment letter submitted to a regulatory or legislative body on behalf of a professional organization (e.g., IAA).	3 units	18 units for core, 9 for supplemental	Copy of letter.
3.f	Author of an educational article in a newsletter.	2 units	18 units for anaplastology only	Copy of article.
3.g	Editor of a textbook, workbook or manual.	10 units	20units for core, 10 for supplemental	Copy or link to publication.
3.h	Editor of a professional or trade journal.	5 units	20units for core, 10 for supplemental	Copy or link to publication.
3.i	Investigator in scholarly research activities or outcome studies.	5 units	20 units for core, 10 for supplemental	
3.j	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).	15 units	18 units for anaplastology only	Program Description (Note: media and software materials may be requested by the BCCA).

**INSTRUCTION, DISCUSSION LEADER OR SPEAKER**

(CREDIT MAY NOT EXCEED 50 PERCENT OF THE TOTAL CEUS REQUIRED DURING ANY REPORTING CYCLE)

4.a	Speaker at an educational program, meeting or engagement directed to anaplastology professionals.	5 units per hour	36 units for core or supplemental content	Copy of program listing. Presenter names, times and title of presentation must be indicated on documentation.
4.b	Speaker at an educational program, meeting or engagement directed to non-healthcare professionals.	2 units per hour	18 units for core, 9 for supplemental	Copy of program listing. Presenter names, times and title of presentation must be indicated on documentation.
4.c	Speaker making a poster presentation at an educational program, meeting or engagement.	5 units	18 units for core, 9 for supplemental	Copy of program listing. Presenter names, times and title of presentation must be indicated on documentation.
4.d	Speaker providing professional in-service training or instruction for anaplastologist, or related professionals.	4 units per day	18 units for core, 9 for supplemental	Letter from supervisor (on letterhead) that includes: presenter's name, dates/time of presentation, goals and objectives.
4.e	Adjunct faculty/instructor, teaching clinical anaplastology related academic course.	6 units per one credit course	36 units for core	Date, lecture/academic course title, name of institution, letter from instructor indicating time spent in classroom, and course/lecture goals.
4.f	Organizing content or educational conference directly related to anaplastology.	10 units per one event	36 units for core	Copy of program with specific names or Program Description and letter from the organization on letterhead.

**VOLUNTEER ACTIVITIES**

5.a	Review abstracts as part of a peer review board for a scientific meeting.	5 units per committee appointment	18 units for core, 9 for supplemental	Letter from organization OR a report describing the hours and outcomes of volunteer service.
5.b	Promote clinical anaplastology skills and unique experiences for an individual and/or population.	1 unit for 5 hours of participation	18 units for core, 9 for supplemental	Letter from organization OR a report describing the hours and outcomes of volunteer service.

**MENTORING/TRAINING ACTIVITIES**

6.a	Mentoring and/or training an anaplastologist or other relevant healthcare professional (i.e., ophthalmologist).	1 unit per one business day	18 units for anaplastology only	Goals, objectives, and analysis of mentee performance.
6.b	Receiving mentoring and/or training from a CCA or other relevant healthcare professional (i.e., ophthalmologist).	1 unit for one business day	18 units for anaplastology only	Goals and objectives established in collaboration with the mentor and self-analysis of performance.
6.c	Mentoring and/or training a student in an educational program relevant to anaplastology.	5 units per week	18 units for anaplastology only	Goals, objectives, and analysis of mentee performance.

**AUDITS**

The BCCA Board of Directors reserves the right to verify information supplied by, or on behalf of a Certificant. If selected for a review, the Certificants' accompanying documents will be verified through the issuing agency.