

Table of Contents

Recertification by Continuing Education	2
Overview	2
Timeline	3
Portfolio Overview	4
IPUs Criteria	4
CEUs vs. IPUs	6
Step-by-Step Portfolio Instructions	7
Portfolio Submission and Payment	10
Audit Procedures	11
Frequently Asked Questions	12
IPU Criteria Chart	15
Record Keeping Form for IPUs	17
IPUs Portfolio Checklist	19

Recertification by Continuing Education for the CIC®

All currently certified (CIC®) professionals in infection prevention and control are eligible for recertification during the year that their certification is due to expire. Continuing education, hereby referred to as Infection Prevention Units (IPUs), can be achieved through a variety of activities including presentations, publications, academic education, national conferences, multi-day educational offerings, participation in a professional organization, and research and teaching. IPUs may be earned throughout the five years before the recertification deadline. A minimum of 40 units must be achieved and reported. Unit documentation will be accepted electronically via the online portfolio only.

Infection Prevention Unit Portfolio

Each project and activity has defined values. All submitted categories are required to be from an accredited organization. Pre-approval of non-defined activities will be addressed on a case by case basis by the IPUs Advisory Committee. Portfolios are developed using these values to equal a minimum of 40 IPUs. The portfolio will be reviewed to ensure it meets the recertification requirements. A randomized audit shall occur by the Exam Advisory Committee with assistance from CBIC staff unless there is an obvious discrepancy upon submission.

To access your portfolio, go to www.cbic.org and log into “**My Profile**”. Select Recertification from the left navigation menu. Choose that you are certified, update any information in the two contact pages, and select “**I wish to recertify by continuing education.**” You will then be able to access your portfolio.

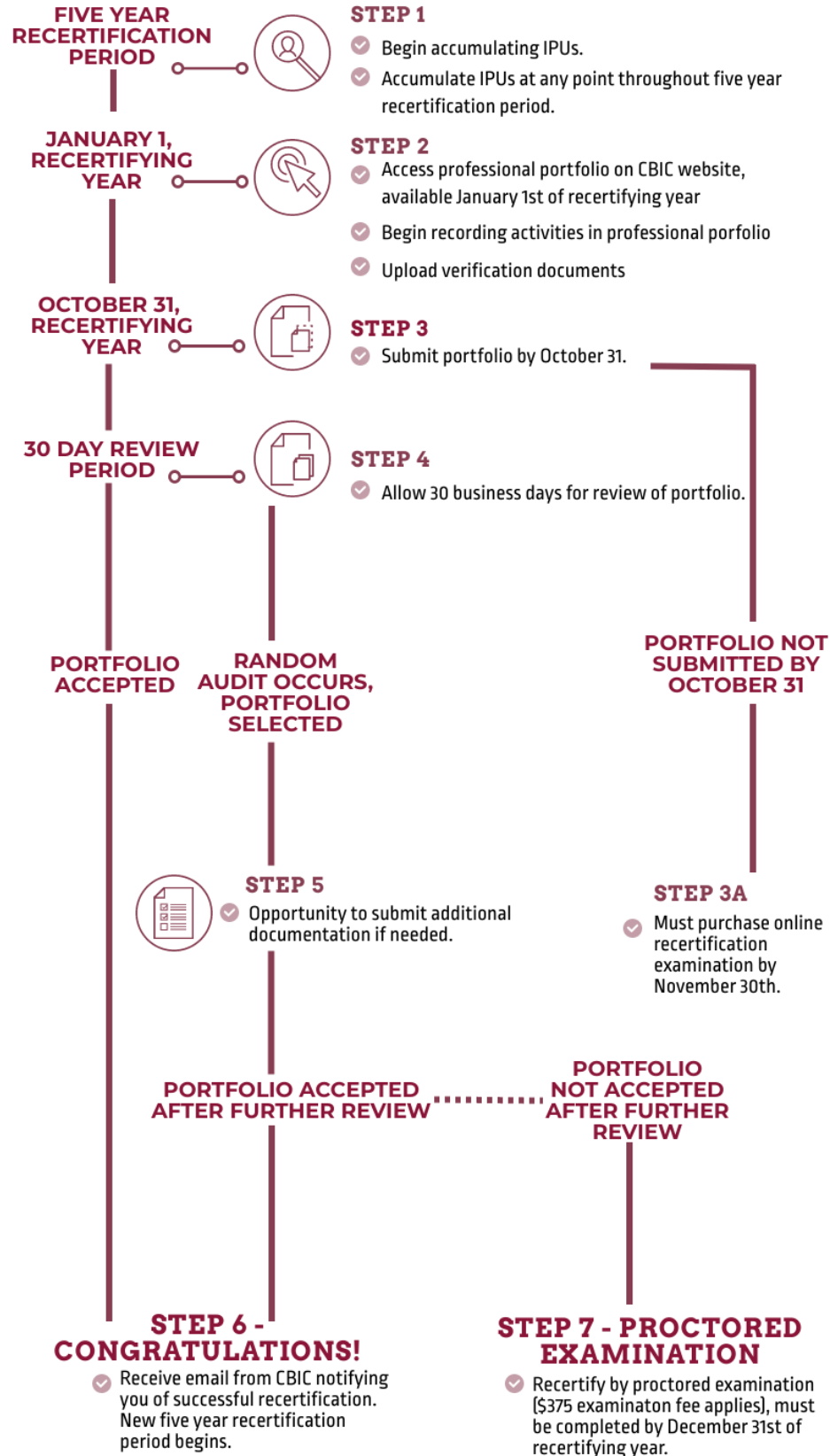
The cost of recertification by continuing education is \$375. Payment in U.S. dollars must be included with the official submission. Payment must be made by credit card only. The fee is non-refundable.

The entire portfolio review process can take up to 30 days from date of completed submission. If you have not received notification within 30 days, please contact CBIC. A percentage of portfolios will be chosen for audit every year; CBIC will contact you if you are chosen for an audit and with next steps if necessary.

The recertification portfolio must be submitted by October 31st of the recertification year. There are no extensions to this deadline for any reason. If the portfolio is not submitted by October 31st, the only method to obtain recertification is to purchase the CIC® recertification exam. This must be purchased by November 30th of the recertification year and completed by December 31st.

If the candidate has not passed an examination by their certification end date, they are considered lapsed and are no longer eligible to use the CIC® designation. They must submit a full application and payment for the initial certification examination, including proof that they meet the current eligibility requirements in the New Year.

Recertification Timeline



Guidelines for Earning IPU

The IPU criteria chart on page 15 lists the activities for which credits are awarded.

- **Online, paper, or live format education (1 IPU per activity hour)**
 - Complete offerings that have met criteria for approved continuing education credits that are specific to the domains
 - Examples include: webinars, learning modules, lectures
 - *Required documents:* certificate of completion/attendance
- **Organizational education offerings (10 IPU per completed educational offering)**
 - Attending related education offerings provided by accredited organizations such as in-person workshops or online courses (e.g., APIC/SHEA Joint Leadership development course, SHEA/CDC Outbreak Response Training Program).
 - Entry level educational offerings, such as introductory workshops tailored to those who are new to infection prevention and control, are not accepted.
 - Examples include: workshops, certificate courses offered through accredited institutions, multiday educational offerings.
 - *Required documents:* certificate of completion/attendance
- **National conferences (10 IPU per conference OR 1 IPU/hour per session)**
 - Attendance at national infection prevention and control conferences (e.g. APIC, SHEA, IPAC, and IDSA)
 - Other related conferences (e.g., AORN, AAMI, ASM, ANCC, SGNA) with infection prevention sessions are eligible for 1 IPU/hour per infection prevention related session attended
 - *Required documents:* certificate of attendance
- **Academic education (10 IPU per program completion, 2 IPU per year of enrollment)**
 - Enrolled in accredited programs that offer specific education that would advance the profession of infection prevention and control (e.g., Master of Public Health, Master of Science in Nursing, etc.).
 - Maximum of 10 IPU per recertification period
 - *Required documents:* copy of completed program unofficial transcript; copy of diploma; verification document containing the name of the college or institution, the name of the course or program, the date and semester the course or program was completed, a brief description, and the instructor signature.
- **Publications (5 IPU per publication)**
 - Published in a peer reviewed journal covering topics specific to infection prevention and control
 - Authoring/co-Authoring evidence based guidelines, prevention guidelines, or similar publication related to the field of infection prevention and control
 - *Required documents:* copy of article, guidelines, prevention guide, or other publication. Your participation as author or co-author, title of the work, date of publication, and subject synopsis must be present.

- **Presentation (2 IPU per one hour of presentation time/2 IPU per poster/1 IPU per abstract)**
 - Speaking at chapter, State, and national conferences (e.g., APIC/IPAC chapter, State HAI conference, IPAC, APIC, SHEA)
 - Delivering a webinar with a primary focus on infection prevention and control
 - Presenting a poster at a national conference on a topic related to infection prevention and control
 - Primary author of an abstract presentation at a national conference (e.g., APIC/IPAC, SHEA, and IDSA)
 - *Required documents:* letter of verification from conference organizer on official letterhead; copy of brochure/flyer/conference schedule indicating the name of the presenter, date presented, and the presentation topic; copy of the first page of the abstract; copy of brochure or abstract showing authorship.
- **Professional organization participation (5 IPU per term per role)**
 - Serve on a local, state, or national level in an elected position or in a position of voluntary leadership, such as a committee chair or a board member (e.g., APIC/SHEA/HICPAC/IDSA/IPAC committee member or chair, board member)
 - *Required documents:* appointment letter on letterhead of organization or board (separate letter for each role held) containing your name, your role, the dates of term, and the signature from the organization leader or committee chair.
- **Teaching (1 IPU per hour of instruction)**
 - Provide documentation that supports teaching specific topics related to infection prevention and control for an accredited institution (e.g., nursing school, public health, etc.)
 - 5 IPU per recertification period maximum
 - *Required documents:* copy of course or class syllabus and a verification letter containing your name, the dates of the course, the number of hours of instruction, the name of the institution, and a signature from the institution contact.
- **Research (5 IPU per research activity)**
 - Involved in an approved local faculty IRB, state or federally funded research activity that is specific to advancing the profession of infection prevention and control (e.g., listed as a principle member of the investigational team)
 - *Required documents:* verification letter containing your name, the dates of participation, the source of the funding, and your role in the research; a report ensuring your participation in the research and a subject synopsis.

Continuing Education Units (CEUs)

0.1 CEU is based on 60 minutes of instruction. CEUs are expressed in tenths. The CEU is defined as 10 contact hours in an organized continuing education activity. The minimum number of CEUs awarded is 0.1.

What your certification of completion states: 0.1 CEU

What you should report for IPUs: 1 IPU

Continuing Medical Education (CME)

1 contact hour is based on 60 minutes of instruction. Round to the nearest quarter hour. The minimum number of credits awarded is 0.25.

What your certification of completion states: 5 CME

What you should report for IPUs: 5 IPUs

Continuing Nursing Education (CNE)

1 contact hour is based on 60 minutes of instruction. The minimum number of contact hours awarded is 0.25. Contact hours may be awarded in increments of tenths, for example, 2.1. All computations must be rounded down.

What your certification of completion states: 5 CNE

What you should report for IPUs: 5 IPUs

Infection Prevention Units (IPU)

IPUs are either awarded per hour of activity, with no partial credit given, or assigned in a lump sum, depending on the activity. Activities which may earn IPUs per hour include online, paper, or live format education, teaching, and hourly attendance at national conferences that are not specifically infection prevention and control conferences. All computations must be rounded down.

Activities	Duration of participation/instruction	CEUs	CMEs	CNEs	IPUs
-Online, paper, or live format education -Attendance at national conference IP-related sessions -Teaching	60 minutes of instruction or 1 "contact hour"	.1	1	1	1

Reporting Continuing Education Activities – Step by Step

The IPU's must be obtained within the valid five-year period of certification. Copies of certificates of participation, program syllabi, copies of publications, or any other type of documentation of your continuing competence activities, should be retained until you receive confirmation that your portfolio has been accepted.

Entering Continuing Education Activities

1. Go to www.cbic.org and log into your profile. When logged into your profile on the CBIC website, select **Recertification** from the left side navigation menu.
2. Choose that you are certified, update any contact information in the next two pages, and select “**I wish to recertify by continuing education**” when prompted.
3. Select **Manage your continuing education data**.

CIC Recertification by Continuing Education

- [Reference information](#)
- [Manage your continuing education data](#)

Data Summary

- **1** incomplete item(s) (see highlighted fields on form)
- **0**/40 IPU's
- **0**/6 domains

Title	IPU	Category	Domain(s)
	0		

4. To add an additional activity, click the **Add Item** button.
5. All required sections are marked with an asterisk. All incomplete required sections are highlighted.

Item 1

Category:*	<input type="text"/>
Date Completed:*	<input type="text"/>
IPU Earned:*	<input type="text" value="0"/>
Title:*	<input type="text"/>
Description:*	<input type="text"/>
Domain(s):*	<input type="checkbox"/> Cleaning, Sterilization, Disinfection, Asepsis <input type="checkbox"/> Education and Research <input type="checkbox"/> Employee/Occupational Health <input type="checkbox"/> Environment of Care <input type="checkbox"/> Identification of Infectious Disease Processes <input type="checkbox"/> Management and Communication <input type="checkbox"/> Preventing/Controlling the Transmission of Infectious Agents <input type="checkbox"/> Surveillance and Epidemiologic Investigation
Provider:*	<input type="text"/>
Accreditor:*	<input type="text"/>
Comments:	<input type="text"/>
Verification Document:*	<input type="button" value="Browse..."/> No file selected.

REMOVE ITEM ABOVE

6. To remove an activity, click the **Remove the Above Item** button.
7. To save any changes and return to the main page, click the **Save and Return to Main Page** button.
8. Date completed
 - a. The date completed should correspond to the date that the activity occurred.
 - b. In the case of conferences, academic education, and other multi-day offerings, the final date of completion of activity should be reported.
9. IPU Earned
 - a. Please refer to the chart on page 4 to see how to assign IPUs to activities.
10. Title
 - a. The title should include the complete title of the activity, conference, publication, etc.
11. Description
 - a. The description should contain additional relevant information such as the name of the course you taught, a short summary of your publication or research, etc.
 - b. Enter N/A if no additional information is needed.
12. Domain
 - a. Each item must have an assigned domain that corresponds to at least one of the eight categories of the examination:
 - i. Identification of Infectious Disease Processes
 - ii. Surveillance and Epidemiologic Investigation
 - iii. Preventing/Controlling the Transmission of Infectious Agents
 - iv. Employee/Occupational Health
 - v. Management and Communication
 - vi. Education and Research

- vii. Environment of Care
 - viii. Cleaning, Sterilization, Disinfection, Asepsis
 - b. Activities can correspond to multiple domains. In order to assign an activity multiple domains, select multiple check boxes.
- 13. Provider
 - a. The name of the institution or organization that hosted or sponsored the activity.
- 14. Accreditor
 - a. An accredited organization is defined as one that is nationally or regionally accredited; these institutions are held to standards and processes for academic quality, improvement and accountability.
 - b. The CDC lists all accredited state health departments.
 - c. The U.S. Department of Education maintains a database of all accredited postsecondary institutions and programs.
 - d. The Accreditation Council for Continuing Medical Education lists all currently accredited continuing medical education providers.
 - e. For other instances, please reach out to the coordinator or organizer of the activity to verify if participation was from an accredited organization.
 - f. Please review the FAQ section listed on page 12 of this manual for more information about accredited organizations.
- 15. Comments
 - a. Any extra information relevant to the activity can be entered here.
- 16. Verification document
 - a. Please refer to **Guidelines for Earning IPU**s on page 4 of this manual for information on what kinds of verification are acceptable.
 - b. All verification documents must be translated and provided in the English language.
 - c. All verification documents must be uploaded electronically. No paper verification documents will be accepted.

Portfolio Submission and Payment

Once the portfolio is complete, the option to submit payment will appear on the main page.

CIC Recertification by Continuing Education

- [Reference information](#)
- [Manage your continuing education data](#)
- [Manage recertification fee payment](#)



Data Summary

- **40/40** IPU's
- **8/6** domains

After selecting Manage recertification fee payment, enter the payment information.

CIC Recertification by Continuing Education

Billing Summary

Item Description	Amount
<i>Order Items</i>	
Recertification via IPU	\$375.00
<i>Subtotal</i>	<i>\$375.00</i>
Total	\$375.00

Credit Card Info

Credit Card Type *
 Credit Card Number *
 Expiration Month *
 Expiration Year *
 Cardholder Name *
 Security Code *

Billing Address

Please choose the billing address you want to use, or enter a new one. The billing address must be the address associated with the credit card you're using.

Business

Address Line 1
 Address Line 2
 Address Line 3
 City
 State / Province
 Zip / Postal Code
 Country

555 E. Wells St
 Suite 1100
 Milwaukee
 WI
 53202
 United States

< PREVIOUS

CONTINUE >

Once payment has been submitted, the portfolio is automatically submitted. You will receive a confirmation email of payment and portfolio submission.

Audit Procedures

Why audit?

At the core of the auditing process is CBIC's commitment to continued excellence as the only accredited certification in infection prevention and control. CBIC is committed to providing a comprehensive method of recertification to all recertifying candidates and the auditing process helps ensure the integrity and quality of this process is maintained.

How does auditing work?

CBIC will randomly audit a percentage of professional portfolios each month.

If your portfolio is selected for an audit, no further action is needed. CBIC will contact you only if further documentation is required.

If you are asked to submit further documentation and after further review, it is found the professional portfolio still does not meet the approved IPU's criteria, you will have the opportunity to recertify by passing the proctored recertification examination. The examination must be purchased by December 18th and submitted prior to December 31st of your recertifying year (application and fees apply).

If you are unsuccessful with the auditing portfolio review and the proctored recertification examination, the only way to once again be eligible to use the CIC® credential is to apply for and pass the initial certification examination. Eligibility requirements, application and supporting documentation, and the application fee of \$375 all apply.

Audit Appeals Procedure

Both methods of recertification – examination and IPU's – are granted two opportunities in total for certificants to successfully recertify. In order to ensure consistency and fairness among all recertifying candidates, no matter the method of recertification chosen, there is currently no IPU's appeals process in place.

Frequently Asked Questions

What is Recertification by Infection Prevention Units (IPUs)?

Recertification by Infection Prevention Units (IPUs) is a process whereby recertification after the initial CIC® exam can be accomplished by obtaining IPUs in accredited content relevant to infection prevention and control and matching the current domains.

How much does it cost?

There is an application fee of \$375.

Will the current method of recertification by examination continue to be offered?

Yes, individuals up for recertification have the option of recertifying either by examination or by IPUs.

How does the Recertification by Infection Prevention Units (IPUs) process work?

Recertification by IPUs is achieved every five years. Candidates who choose to recertify this way must submit a “professional portfolio” using the interactive online submission system. IPUs are accumulated by earning points from the projects or activities outlined in the Candidate Handbook.

How many IPUs do I need to accumulate?

You must accumulate a minimum of 40 IPUs.

Can I accumulate IPUs at any time during my 5-year recertification period?

IPUs may be obtained over the 5 year recertification period from the submission date of your initial or previous recertification examination/previous portfolio submission through your current portfolio submission date (ex: if you submitted your recertification examination or portfolio on 7/27/15, IPUs may be obtained at any point from 7/27/15 up until the submission deadline of 11/1/20). Contact CBIC to find out what your submission date is if you don't know it.

If I earn CEUs/CNEs from another institution (i.e. CDC, state hospital association, etc.), can I apply these to IPUs?

Yes, CEUs/CNEs translate to IPUs because you are earning credits from an accredited institution. However, not all CEUs/CNEs will be weighted equally with IPUs. For example, you may earn 3 CNEs for a workshop you attend, but may only earn one 1 IPU for that same workshop. In addition, you are responsible for determining which domain your activity fits in. Please refer to the CEUS to IPUs conversion chart on page 6 for more information.

What are examples of IPUs?

IP-related presentations, publications, academic education, national conferences, multi-day educational offerings, participation in a professional organization, research and teaching are all examples of acceptable IPUs. All submitted IPUs are required to be from an accredited institution.

What does it mean that IPUs must be from an “accredited organization”?

An accredited organization is defined as one that is nationally or regionally accredited; these institutions are held to standards and processes for academic quality, improvement and accountability.

How do I know if the organization is accredited?

Refer to this list of accredited state health departments published by the CDC:
<https://www.cdc.gov/publichealthgateway/accreditation/departments.html>.

Refer to this database published by the U.S. Department of Education to determine which postsecondary institutions and programs are accredited: <https://ope.ed.gov/dapip/#/home>.

Download a list of all currently accredited continuing medical education (CME) providers:
<http://www.accme.org/publications/list-all-currently-accredited-cme-providers>.

For other instances, please reach out to the coordinator or organizer of the activity you participated in to verify if your participation was from an accredited organization.

What does it mean that my IPU must cover at least six domains?

“Domains” refers to the eight categories of the examination:

- Identification of Infectious Disease Processes
- Surveillance and Epidemiologic Investigation
- Preventing/Controlling the Transmission of Infectious Agents
- Employee/Occupational Health
- Management and Communication
- Education and Research
- Environment of Care
- Cleaning, Sterilization, Disinfection, Asepsis

The activities you participate in towards obtaining IPUs must relate to and align with at least six of those domains.

When can I access the professional portfolio?

You may access the recertification portfolio via the CBIC website beginning January 1 of your recertifying year (ex: if you are up for recertification in 2024, you will be able to access your professional portfolio and begin logging IPUs on January 1, 2024).

How much time do I have to log my IPUs?

The recertification portfolio must be submitted by 11:59pm EST on October 31 of the year you are due to recertify.

Why do some IPU categories have a maximum number?

A maximum number of IPUs is imposed on two of the IPU categories – academic education and teaching – to ensure that all candidates are exposed to and participate in a diverse range of activities and knowledge base during their recertification period.

What are examples of documentation I can provide to demonstrate proof of attendance or completion?

Please view the IPUs criteria chart for the required documentation you must submit within each IPU category.



If I attended the APIC Conference four years in a row (or another accredited national conference), would this count towards all 40 IPU's?

Yes. It is expected that your attendance at national conferences encompasses all eight domains due to the variety of activities and sessions offered. As long as you provide proof of attendance by obtaining a certificate or other documentation from the conference provider, this would qualify.

For participating on a committee or within a professional organization (such as a local APIC Chapter), is a letter with various dates and participation level sufficient or does each participating activity need to be documented separately?

CBIC requires separate documentation for each committee or organization activity/participation.

Does CBIC accept hard copies of unit documentation?

No, all unit documentation detailing participation or completion of IPU's must be submitted electronically via the online professional portfolio.

How soon after I submit my professional portfolio will I be notified?

The entire application process can take up to 30 days from date of receipt. You will receive an email during the 30 day period after submitting your professional portfolio indicating whether or not you successfully submitted the required minimum of 40 IPU's and if the units aligned with the prescribed list of acceptable activities.

What happens if I fail to accumulate the required 40 IPU's in the time allotted or my units are not accepted?

If you fail to submit your portfolio by the deadline of October 31, you must take the online recertification exam. This exam must be purchased by November 30 and completed by December 31.

If you are selected for a random audit and your units are not accepted, you must take the proctored recertification exam, which must be purchased by December 18th and which must be completed by December 31.

How do I know if I've been selected for an audit?

CBIC will contact you within 30 days after submission if your portfolio is selected for a random audit.

I have been selected for an audit after submitting my portfolio, what do I need to do?

If you have been selected for an audit, no further action is needed. CBIC will contact you with next steps if further documentation is required.

Category	Description of Activity	Number of Infection Prevention Units (IPUs)	Maximum Number of IPUs	Examples of Participating Providers	Required Documentation
Online, paper, or live format education	Complete offerings from an accredited/vetted source that provide continued education credits specific to the domains	1 IPU per activity hour	No max	APIC, CDC, SHEA, IDSA, IPAC Canada	Certificate of completion/attendance
Organizational education offerings (includes multi-day or single day activities)	Related educational offerings (in-person classes/workshops; online courses of study) from accredited organizations (examples: APIC EPI 201, APIC-SHEA Joint Leadership Development Course)	10 IPUs per completed education offering	No max	APIC, IPAC Canada, SHEA, State Hospital Associations, ANA, IDSA	Certificate of attendance/completion
National conferences	Attendance at national infection prevention and control conferences (examples: APIC, IPAC Canada, and IDSA)	10 IPUs per conference	No max	APIC, IPAC Canada, IDSA	Certificate of attendance
	Other related conferences with infection prevention sessions (examples: conferences not specifically infection prevention and control centric but having an IPC educational session, such as AORN, AAMI, ASM, ANCC, SGNA)	1 IPU per session hour	No max	AORN, AAMI, ANCC, ASM, SGNA	Certificate of attendance
Academic education	Enrolled in accredited programs that offer specific education that would advance the profession of infection prevention and control	10 IPUs per program completion 2 IPUs per year of enrollment	10 IPUs max	Certification in statistics, MPH, MSN, project management	Copy of completed program or course unofficial transcript, with institution name visible OR Copy of diploma, with institution name visible OR Verification document Contains your name, the name of the college or institution, the name of course or program, the date and semester course or program was completed, a brief description, and the instructor signature
Publications	Published in a peer reviewed journal covering topics specific to infection prevention and control.	5 IPUs per publication	No max	AJIC, CJIC, ICHE, ASM	Copy of article, guidelines, prevention guide, or other publication, ensuring your participation as author or co-author, title of written work, date of publication, and a subject synopsis is visible
	Authoring/co-Authoring evidence-based guidelines, prevention guides, or similar publication related to the field of infection prevention and control.	5 IPUs per publication	No max	CDC, IHI, professional organization, APIC prevention guide	Copy of article, guidelines, prevention guide, or other publication, ensuring your participation as author or co-author, title of written work, date of publication, and a subject synopsis is visible

Presentation	Speaking at chapter, state, and national conferences. Delivering a webinar with a primary focus on infection prevention and control.	2 IPU per one hour of presentation time	No max	APIC chapter, IPAC chapter, State HAI conference, IPAC Canada, APIC, SHEA	Letter or verification from conference organizer on official organization letterhead Contains your name, the name of the webinar or presentation, the date of the webinar or presentation, and a synopsis of webinar or presentation focus OR Copy of brochure/flyer/conference schedule indicating name of presenter, date/time presented and presentation
	Presenting a poster at a national conference on a topic related to infection prevention and control	2 IPU per poster presentation	No max	APIC, IPAC Canada, SHEA, and IDSA	Letter or verification from conference organizer on official organization letterhead Contains your name, the title of the poster, the date of the presentation, and a synopsis, abstract, or presentation focus OR Copy of brochure/flyer/conference schedule indicating name of presenter, date/time presented and presentation
	Primary author of an abstract presentation at a national conference	1 IPU per abstract	No max	APIC, IPAC Canada, SHEA, and IDSA	Copy of brochure/flyer/conference schedule or abstract showing authorship OR Copy of first page of abstract
Participation in a professional organization	Participate on a local, state, or national level as a committee member or in a position of voluntary leadership	5 IPU per term per role	No max	County, state, or national health Committees, APIC/SHEA /IPAC committee or board member	Appointment letter on letterhead of organization or Board (separate letter for each role held) Contains your name, your role held, the dates of term, and the signature from committee chair or organization leader/chapter President
	Elected position on a Board	5 IPU per term per role	No max	APIC, SHEA, IDSA, IPAC Canada	Appointment letter on letterhead of organization or Board (separate letter for each role held) Contains your name, your role held, the dates of term, and the signature from committee chair or organization leader/chapter President
Teaching	Teaching specific topics related to infection prevention and control for an accredited institution	1 IPU per hour of instruction	Max of 5 IPU per recertification period	Nursing school, public health program, etc.	Copy of course or class syllabus outlining infection prevention teaching AND Verification letter (separate letter for each course or class) Contains your name , the dates of course, the number of hours of instruction, the name of accredited institution, and the Signature from institution contact (e.g. chancellor, professor, academic dean, President, etc.)
Research	Involved in an approved local facility IRB, State, or federally funded research activity that is specific to advancing the profession of infection prevention and control (e.g. listed as a principal member of the investigational team)	5 IPU per research activity	No max		A report ensuring your participation in the research and a subject synopsis is visible OR Verification letter Contains your name, the dates of participation, your role in the research (e.g., writer, investigator, etc.), and the source of funding

Record Keeping Form for Infection Prevention Units (IPUs)

Name: _____ **ID #:** _____ **Recertification Period:** _____

- This document is intended to serve as a tool to help you keep track of your activities over your 5-year recertification period. During your recertification year, you must still submit all supporting documentation and list out activities and their corresponding domain(s) in the interactive CBIC online portfolio.
- Refer to the CBIC website for a list of eligible activities, a complete breakdown of how infection prevention units (IPUs) are assigned, and the verification needed for each activity.
- A total of 40 IPUs must be earned during the recertification period.
- IPUs must cover at least six domains. "Domains" refers to the eight categories of the examination: identification of infectious disease processes (1), surveillance and epidemiologic investigation (2), prevention and control of the transmission of infectious agents (3), employee or occupational health (4), management and communication (5), education and research (6), environment of care (7), and cleaning, sterilization, disinfection, and asepsis (8).

Date(s)	Activity	Sponsoring Organization	Verification of Participation	Domain(s) Covered	IPUs Earned
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	

Please submit all supporting documents and verification when you submit your portfolio online. Activities without documentation will not be accepted.
 If you have any questions, please call (414)918-9796 or email info@cbic.org.



Record Keeping Form for Infection Prevention Units (IPUs)

Name: _____ ID #: _____ Recertification Period: _____

Date(s)	Activity	Sponsoring Organization	Verification of Participation	Domain(s) Covered	IPUs Earned
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	

Total Domains covered	<input type="checkbox"/> Identification of infectious disease processes <input type="checkbox"/> Surveillance and epidemiologic investigation <input type="checkbox"/> Cleaning, sterilization, disinfection, and asepsis <input type="checkbox"/> Prevention/control of the transmission of infectious agents	<input type="checkbox"/> Employee or occupational health <input type="checkbox"/> Management/communication <input type="checkbox"/> Education and Research <input type="checkbox"/> Environment of care	Total IPUs earned:

Please submit all supporting documents and verification when you submit your portfolio online. Activities without documentation will not be accepted.

If you have any questions, please call (414) 918-9796 or email info@cbic.org.

IPUs Portfolio Checklist

CBIC developed this checklist to assist with identifying errors frequently made when recertifying by IPUs. This is not an all-inclusive list. Please take the time to review your portfolio prior to submission.

General Guidelines and Requirements / All Activities

- ☐ I can verify that I have met a minimum of **40 IPUs**.
- ☐ I can verify that my activities meet at least **six** of the eight **domains**.
- ☐ I can attest that I obtained all my activities between **the date of my last exam/portfolio submission** and the **date of submission of this portfolio**.
- ☐ I can confirm that all submitted activities were provided by or sponsored through an accredited organization or state licensing board.
- ☐ I have not assigned any activity partial credit.
- ☐ I have all required documentation with complete/required information (reference "Criteria Chart" on pg. 15 for specific required documentation within each activity).

Online, paper, or live format education

- ☐ I can meet at least **one domain** for each activity.
- ☐ Each submitted activity is at least **60 minutes in length**.
- ☐ I have correctly assigned **1 IPU per hour** for each activity.
- ☐ I can provide verification documentation that contains my name, the date of the activity, the organization providing the activity, and the number of CEUs/CNEs/CEUs/contact hours awarded.

Organizational education offerings

- ☐ I can meet at least **one domain** for each activity.
- ☐ I am claiming **10 IPUs** for the activity, not claiming IPUs per hour or number of CEUs/CNEs reported by the accrediting body or organization.
- ☐ I can provide verification documentation that contains my name, the date of the activity and the organization providing the activity.

National conferences

- ☐ If the conference is not specific to infection prevention and control, I am only claiming IPUs for those sessions attended related to infection prevention and control.
- ☐ I can verify specific session attendance in addition to conference attendance.
- ☐ I am claiming **10 IPUs** for the activity, not claiming IPUs per hour or number of CEUs/CNEs reported by the accrediting body or organization.

____ I can provide verification documentation that contains my name, the date of the activity and the organization providing the activity.

Academic education

____ I am not submitting more than the **maximum of 10 total IPU**s within this category.

____ I am claiming no more than **2 IPU**s per year of enrollment OR **10 IPU**s for program completion.

____ I can provide a copy of my transcripts or my diploma.

Publications

____ I can provide a copy of the journal article, publication, or guidelines.

Presentations

____ I can confirm that oral presentations and webinars submitted are at least **an hour in length** with no partial credit.

____ I am the primary author of the abstract presentation. (Abstract presentations only)

____ I can provide a letter of verification which contains my name, the title of the poster/presentation, the date of the presentation, and a synopsis, abstract, or presentation focus OR a copy of the conference schedule.

Participation in a professional organization

____ I can verify that the IPU's were obtained per term served.

____ I can confirm that the IPU's claimed are after the term is completed and the completion of the term falls within my recertification cycle (if recertifying in 2020 and the term ends in 2021, IPU's cannot be claimed until next certification cycle in 2025).

____ I can provide an appointment letter or verification letter on official letterhead that contains my name, role held, the dates of term, and the signature from committee chair or organization leader/chapter President.

Teaching

____ I am not submitting more than the maximum of **5 total IPU**s within this category.

____ I can provide a copy of my class syllabus or a letter of verification containing my name, the dates of the course or activity, the number of hours of instruction, the name of accredited institution, and the signature from institution contact.

Research

____ I can provide a report documenting my participation in the research and a subject synopsis OR a letter of verification containing my name, the dates of participation, my role in the research and the source of funding.