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Recertification by Continuing Education for the a-IPC™, CIC® & LTC-CIP®

All currently certified (a-IPC™, CIC® & LTC-CIP®) professionals in infection prevention and control are eligible for recertification during the year their certification is due to expire. Continuing education credits, hereby referred to as Infection Prevention Units (IPUs), can be achieved through a variety of activities including presenting at conferences, authoring publications, furthering academic education, attending local or national conferences, participating in a professional organization in a position of leadership, participating in a mentorship program, conducting research specific to the field of infection prevention, and teaching topics related to infection prevention. Relevant qualifying activities may be eligible for IPUs if they occurred within the five years prior to the recertification deadline. A minimum of 40 units must be documented and submitted in the candidate's recertification year; documentation will only be accepted electronically via CBIC's online portfolio system. Certificants that hold both CIC® and LTC-CIP® credentials may use the same IPUs for both certifications, however a minimum of five (5) IPUs for the LTC-CIP® must be related to long-term care infection prevention.

Infection Prevention Unit Portfolio Overview

Candidates may access their portfolio as soon as they become certified.

To access your portfolio, go to www.cbic.org, log into "**My Profile**" and click on the "My IPUs" tab for you certification. This can be found directly next to the "About Me" tab that has all of your contact information and certification dates.

For recertification by continuing education fees for each certification, please visit the CBIC website. 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. **Please note that your portfolio is submitted after payment is made.**

The entire portfolio review process can take up to 30 business days from the date of completed submission. CBIC will contact you with next steps if necessary. If you have not received notification within 30 business days, please contact CBIC.

The recertification portfolio must be submitted by **December 1st** of the candidate's recertification year.

a-IPC™

If the portfolio is not submitted by December 1st, the only method to obtain recertification is to take and pass the initial a-IPC™ examination. There is not a separate recertification examination for the a-IPC™. a-IPC™ certificants choosing to recertify by examination must pass the initial certification exam before his/her certification cycle ends. All certifications expire December 31 at the end of five years. The initial a-IPC™ examination will be available to the certificant the year of their expiration. (Ex: If you expire 12/31/2029, you will not be able to apply for the initial

examination until 1/1/2029). The examination must be passed by December 31 of the certificant's expiration year to avoid a lapse in certification. ***An individual may retake the initial certification examination a maximum of two times per year, and no more than once every six months.*** Because the initial certification examination is available by appointment only at designated testing sites and via live remote proctoring, recertification candidates are encouraged to apply and pass the examination early in the year to allow time to reapply, schedule and take the initial certification exam again if they are unsuccessful on the exam.

CIC®

If the portfolio is not submitted by December 1st, the only method to obtain recertification is to take the CIC® initial certification exam. This must be passed by December 31st to avoid any lapse in certification. Because the initial certification examination is available by appointment only at designated testing sites and via live remote proctoring, recertification candidates are encouraged to apply and pass the examination early in the year to allow time to reapply, schedule and take the initial certification exam again if they are unsuccessful on the exam.

LTC-CIP®

If the portfolio is not submitted by December 1st, the only method to obtain recertification is to take and pass the initial LTC-CIP® examination. There is not a separate recertification examination for the LTC-CIP®. LTC-CIP® certificants choosing to recertify by examination must pass the initial certification exam before his/her certification cycle ends. All certifications expire December 31 at the end of five years. The initial LTC-CIP® examination will be available to the certificant the year of their expiration. (Ex: If you expire 12/31/2029, you will not be able to apply for the initial examination until 1/1/2029). The examination must be passed by December 31 of the certificant's expiration year to avoid a lapse in certification. ***An individual may retake the initial certification examination a maximum of four times per year, and no more than once every 90 days.*** Because the initial certification examination is available by appointment only at designated testing sites and via live remote proctoring, recertification candidates are encouraged to apply and pass the examination early in the year to allow time to reapply, schedule and take the initial certification exam again if they are unsuccessful on the exam.

Qualifying Categories for Earning IPUs

Online, print, or live format education
(1 IPU per activity hour)

Shorter activities and educational offerings that have met criteria for approved continuing education credits may be used for 1 IPU per activity hour. This category encompasses activities such as webinars, lectures, and online education modules. Additionally, candidates can read scientific publications from an accredited or approved source that provide continuing education credits upon completion of an assessment.

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To claim credit for an online, print, or live format educational activity, the following must be true:

- The activity must be at least one hour in length
- The activity is provided by a credible organization OR hosted through an accredited organization OR the organization tailors the activity to meet state licensing board requirements
- The activity is education or training beyond the basic information required of a novice infection prevention and control practitioner.

The following documentation is required to be submitted with your continuing education portfolio:

- A certification of attendance or completion containing your name, the organization name, the activity name, and the date(s) of the activity

Examples of qualifying activities for this category include:

- Attending a webinar or presentation hosted by an accredited organization
- Completing online learning modules
- Attending Grand Rounds

Industry Partner* Education Policy

All educational offerings submitted for IPU approval must be purely scientific sessions. No commercial promotion, product-specific marketing, or endorsement of products or services may occur before, during, or after the session. Because continuing education is the mechanism by which that competence is maintained, education used toward IPUs must be free of commercial control. This policy governs how Industry Partner involvement in an educational activity affects IPU eligibility.

Industry funding or sponsorship of an educational activity does not disqualify it from earning IPUs. However, if an Industry Partner develops, directs, or otherwise controls the content — or if its own employee presents in a representative capacity for that organization — the activity qualifies for IPUs only if it carries accreditation or authorization to award a recognized equivalent (CEU, CNE, or CME) and the sponsor does not select the speaker or control the content. This policy applies to standalone educational activities; chapter conference attendance is unaffected.

*An Industry Partner definition can be found on the CBIC website.

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Applicability

This policy applies to standalone educational activities submitted individually for IPU credit (e.g., a stand-alone webinar or one-hour virtual/in-person educational session). It does not apply to attendance at chapter, local, national, or international conferences, which continue to earn IPUs on a per-day basis regardless of session-level sponsorship.

Funding and Sponsorship Are Not Disqualifying

Industry funding or sponsorship of an educational activity does not, by itself, affect IPU eligibility. The determining factor is whether the Industry Partner controls the content or delivery of the activity, not whether it helped fund it.

Accredited Continuing Education

Accredited, for purposes of this policy, means the provider of record for the educational activity is authorized to award professional continuing education credit through a recognized healthcare professional accreditation or licensing body.

Accreditation alone is not sufficient for an activity to qualify for IPUs. The activity's educational content must also be relevant to infection prevention and control and align with at least one domain in the content outline for the credential (CIC®, a-IPC™, or LTC-CIP®) for which the IPUs are being submitted.

Sponsorship, funding, exhibiting, or other involvement by an accredited organization does not, by itself, make an educational activity accredited.

Examples of recognized accreditation or licensing bodies include, but are not limited to:

- Accreditation Council for Continuing Medical Education (ACCME)
- American Nurses Credentialing Center (ANCC)
- Joint Accreditation for Interprofessional Continuing Education
- Accreditation Council for Pharmacy Education (ACPE)
- State boards of nursing and other state healthcare professional licensing boards that approve or authorize continuing education

This list is illustrative and is not intended to be exhaustive.

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Local, National, or International Conferences and Workshops
(5 IPUs per single-day conference OR 10 IPUs per multi-day conference OR 1 IPU/hour per session)

Attendance at local, national, or international infection prevention and control conferences (e.g. APIC, SHEA, IPAC, and IDSA) and other related conferences (e.g., AORN, AAMI, ASM, ANCC, SGNA) with infection prevention sessions are eligible for IPUs. Conferences focusing on infection prevention and control are eligible for 5 IPUs for single-day attendance or 10 IPUs for multi-day attendance. Candidates may also submit IPUs for attending sessions specific to infection prevention and control at conferences that are not IP focused.

In order to claim credits for conference or workshop attendance, the following documentation must be submitted with your continuing education portfolio:

- For IP focused conferences: certificate of attendance
- For non-IP focuses conferences: a certificate of attendance AND proof of IP-focused session attendance

Examples of activities in this category that may be acceptable to use for IPUs include:

- Attending a local health department or APIC chapter conference
- Attending a larger national or International conference, like APIC, IPAC Canada, or IFIC
- Attending an all-day or multi-day workshop hosted by your local health department, APIC chapter, IPAC chapter, or state hospital association.

Activities that are not accepted

The following activities cannot be used to earn IPUs:

- Attending on-the-job training or orientation
  Attending workshops or training focused on basic requirements for healthcare professionals or introductory infection prevention courses and workshops

Academic education
(10 IPUs per program completion)

a-IPCs/CICs/LTC-CIPs who are enrolled in accredited or qualifying 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.) can earn 10 IPUs per successful completion of the program.

Only 10 IPUs may be claimed in this category per certification period.

The following documentation is required to be submitted with your continuing education portfolio:

- A copy of completed program unofficial transcript with institution name visible

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- OR a copy of the diploma with institution name visible

Examples of activities in this category that may be acceptable to use for IPUs include:
- Completing a health-focused or science focused Master or Doctorate program

Publications
(5 IPUs per publication)

Publishing an article in a peer reviewed journal covering topics specific to infection prevention and control or authoring evidence based guidelines, prevention guidelines, or similar publication related to the field of infection prevention and control can earn 5 IPUs per accepted publication.

In order to earn IPUs for publications, the following guidelines must be met:
- The candidate is listed as an author on the publication
- The publication is in a peer-reviewed journal, or the guidelines are published through an official local, national, or international accredited organization

The following documentation must be submitted with your continuing education portfolio:
- A copy of article, guidelines, prevention guide, or other publication. The candidate's participation as author or co-author, title of the work, date of publication, and subject synopsis must be present.

Activities that are not accepted

The following activities do not qualify for IPUs:
- Articles or guidelines in which the candidate is listed under acknowledgements
- Editing articles or guidelines
- Letters to the editor

Presentation
(2 IPUs per one hour of presentation time/1 IPU per poster/1 IPU per abstract)

CICs can earn IPUs by speaking or presenting a poster at local, national, or international conferences. To earn IPUs for presentations, the presentation must be at least one hour in length and address a topic that is related to at least one of the eight domains.

The following documentation is required to be submitted with your continuing education portfolio:
- A letter of verification from conference organizer on official letterhead

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OR

- A copy of brochure/flyer/conference schedule indicating the name of the presenter, date presented, and the presentation topic
  OR
- A copy of brochure or abstract showing authorship (abstract presentations only).

Please do not submit the PowerPoint or upload a video as verification documentation.

Examples of this category include:

- 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)

Participation in a professional organization (3 IPUs per year)

a-IPCs/CICs/LTC-CIPs who 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 may earn 3 IPUs per year.

The following documentation must be submitted with your continuing education portfolio:

- An 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

Examples of activities in this category that may be acceptable to use for IPUs include:

- Serving as a chair on a committee for a county, state, national, or international organization
- Serving as a Board member for a local APIC/IPAC Canada chapter

Activities that are not accepted

The following activities cannot be used to earn IPUs:

Serving as a subject matter expert or consultant in an unofficial capacity

Participation in a mentorship program (3 IPUs per year of program completion)

a-IPCs/CICs/LTC-CIPs who showcase leadership skills via participation in a formal mentorship program through a professional organization related to infection prevention and control may now earn 3 IPUs per year of program participation.

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To claim credit for mentorship program activities, the following must be true:

- Mentors are experienced, mid-senior level professionals practicing in infection prevention and control
- Mentors have provided career guidance to their assigned mentees to support them along their infection prevention and control career

The following documentation must be submitted with your continuing education portfolio:

- Certificate of Participation from the organization OR
- Verification letter on letterhead from the professional organization containing your name, the dates of participation, and the signature from the organization's program leader

Examples of organizations who have opportunities that would be applicable towards this category include:

- Infectious Disease Society of America (IDSA)
- IPAC Canada
- Local professional organization chapter program
- The Association for Professionals in Infection Control and Epidemiology (APIC)
- The Society for Healthcare Epidemiology of America (SHEA)
- University sponsored mentorship programs

Teaching
(1 IPU per hour of instruction)

Experienced aIPCs/CICs/LTC-CIPs can claim IPUs for sharing their knowledge and skills through teaching programs and workshops.

To use this category for recertification, teaching activities must focus on infection prevention and control and occur in the classroom, clinical area and /or formal meeting/conference. You must be the instructor/presenter with a formal presentation (i.e., slides, podium) of teaching/learning appropriate for the intended participant. You will not receive additional IPUs for repeating presentations/lectures/workshops, etc., unless the content clearly has been significantly altered. The course or workshop may have a similar title but the content and learning objectives must be significantly different.

In order to claim credits for teaching, the following documentation must be submitted with your continuing education portfolio:

- A copy of the course outline or syllabus or learning objectives
  AND
- A letter of verification from a department chair, academic dean, or president

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The documentation must include the dates in which you participated in the activity and the course outline or syllabus should clearly outline what the learner should have learned by completing the course or activity.

Please note that a maximum of 5 IPUs can be claimed for teaching.

Examples of activities that may be acceptable to use for IPUs include:

- Leading an infection prevention workshop at a national conference
- Teaching a course for an accredited nursing school or public health program
- Conducting a training course for a local APIC chapter

Activities that are not accepted

The following activities do not meet the requirements for teaching and cannot be used to earn IPUs:

- Serving as a Preceptor
- Providing on-the-job training or orientation
- Teaching or mentoring for nurse internships and residency programs
- Teaching basic requirements for healthcare professionals, such as a CPR or blood borne pathogens courses, or refresher courses

Research
(5 IPUs per research activity)

a-IPCs/CICs/LTC-CIPs who are 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 can submit this activity for 5 IPUs.

To claim credit for research activities, the following must be true:

- The research must be relevant to the field of infection prevention and control
- The candidate must be listed as a principle member of the investigation team on the IRB

The following documentation must be submitted:

- A 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

Due to the large number of activities that infection prevention and control practitioners may participate in, the list above is only a snapshot of potential activities a-IPCs/CICs/LTC-CIPs may encounter. It is important to keep in mind that recertification by IPUs is an independent process and it is on the burden of the candidate to ensure all continuing education activities meet the criteria stated in the Candidate Handbook or Portfolio Manual.

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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, print, 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. All submitted activities must be provided by a credible organization and at least 20/40 infection prevention units must be sponsored through an accredited organization or state licensing board.

Continuing Education Units (CEUs) and IPUs

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), Continuing Nursing Education (CNE), and IPUs

1 contact hour is based on 60 minutes of instruction. All computations must be rounded down.

What your certification of completion states: 5 CME OR 5 CNE
What you should report for IPUs: 5 IPUs

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

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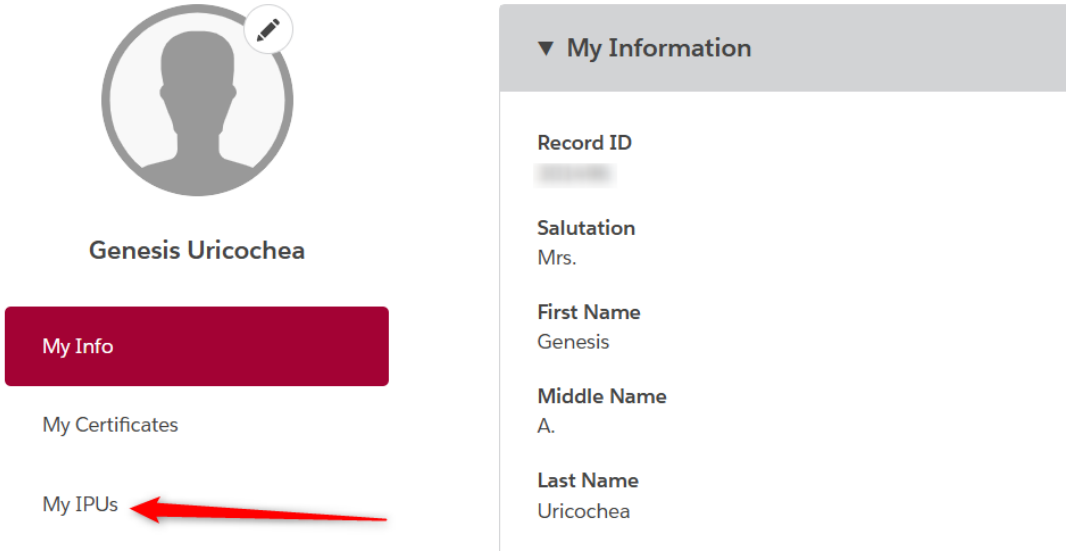
Reporting Continuing Education Activities – Step by Step

1. Log into your profile. When logged into your profile, click the tab labeled “My IPUs.”



2. To add an activity, please scroll down and click on the **Add New IPU** button.

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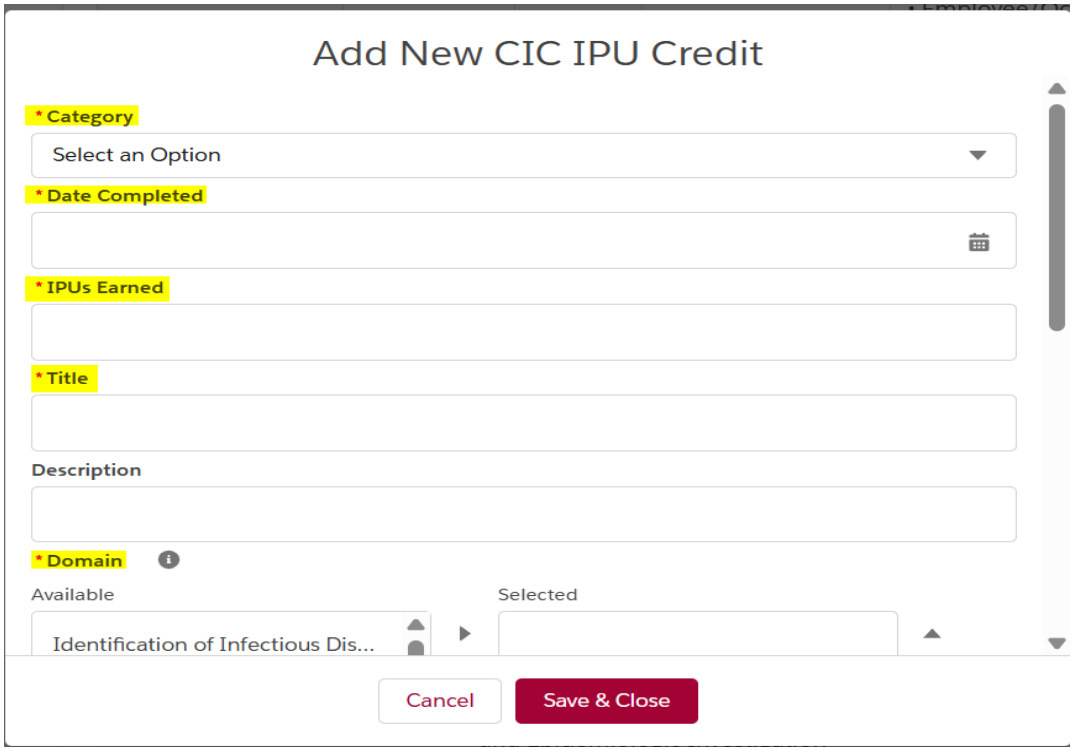
Education module (online, paper or live format)	2024-06-05	22	APIC National conference (On-demand session)	• Cleaning, Sterilization, Disinfection, Asepsis • Education and Research • Employee/Occupational Health • Environment of Care • Identification of Infectious Disease Processes • Management and Communication • Preventing/Controlling the Transmission of Infectious Agents • Surveillance and Epidemiologic Investigation	Unprocessed	

3. All required sections are marked with an asterisk.



4. 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.
5. IPUs Earned
    a. Please refer to pages 4-8 of this manual to see how to assign IPUs to activities.
6. Title
    a. The title should include the complete title of the activity, conference, publication, etc.
7. 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.

8. Domain

a-IPC™

a. Each item must have an assigned domain that corresponds to at least one of the eight categories of the examination:
    i. Process to Identify Infectious Diseases
    ii. Surveillance and Epidemiologic Investigation
    iii. Preventing/Controlling the Transmission of Infectious Agents
    iv. Employee/Occupational Health
    v. Management and Communication of the Infection Prevention Program
    vi. Education and Research
    vii. Environment of Care
    viii. Cleaning, Disinfection, Sterilization, of Medical Devices and Equipment
b. Activities can correspond to multiple domains. In order to assign an activity multiple domains, select multiple check boxes.

CIC®

c. 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
d. Activities can correspond to multiple domains. In order to assign an activity multiple domains, select multiple check boxes.

LTC-CIP®

a. Each item must have an assigned domain that corresponds to at least one of the nine categories of the examination:
    i. Long-Term Care Settings
    ii. Management and Communication
    iii. Identification of Infectious Diseases
    iv. Surveillance and Epidemiologic Investigation
    v. Prevention and Control of Infectious and Communicable Diseases
    vi. Environment of Care
    vii. Cleaning, Disinfection, Sterilization of Medical Devices and Equipment

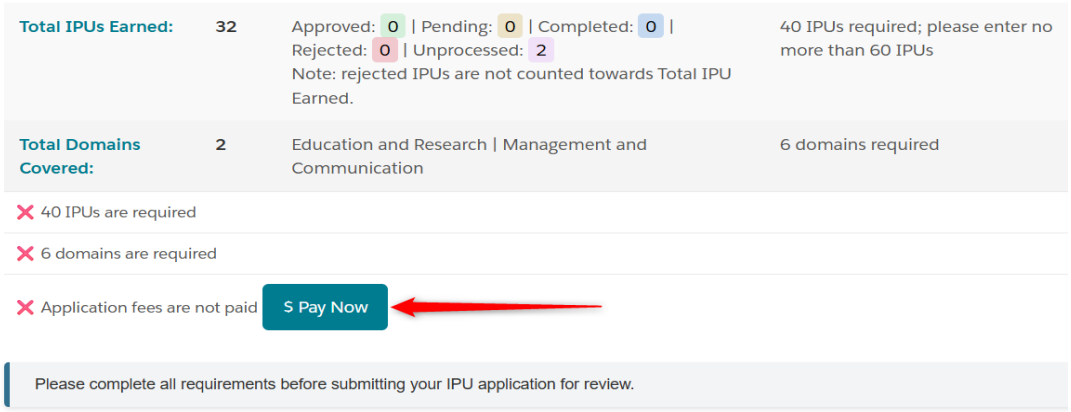
viii. Antimicrobial Stewardship
ix. Employee/Occupational Health

b. Activities can correspond to multiple domains. In order to assign an activity multiple domains, select multiple check boxes.

9. Provider
    a. The name of the institution or organization that hosted or sponsored the activity.
10. 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. If the activity is not accredited, simply put “Not Applicable.”
11. Comments
    a. Any extra information relevant to the activity can be entered here.
12. Verification document
    a. Please refer to **Qualifying Categories for Earning IPUs** on pages 4-8 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.
    d. Activities without the required verification documents will not be approved.
13. To save any changes and return to the main page, click the **Save and Return to Close** button.

Portfolio Submission and Payment

Once the portfolio is complete, click the “Pay now” button. Payment should only be accepted if you are in the last year of your certification cycle. Applications will ONLY be reviewed during the last year of your certification cycle.



Once payment has been submitted, you will receive a confirmation email of payment. Please make sure to click the “Submit My Application for Review” button for your IPU portfolio to be officially submitted for review.

Portfolio Review Procedures

CBIC is committed to continued excellence as the only accredited certification in infection prevention and control. The portfolio review process helps ensure the integrity and quality of the recertification process is maintained.

a-IPC™: How does the portfolio review process work?

CBIC will review all submitted professional portfolios. CBIC will contact you only if further action 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 IPUs criteria, you will have the opportunity to recertify only by purchasing and passing the initial a-IPC™ examination.

Revisions and Resubmissions

You will be allowed to revise your original portfolio and resubmit it for consideration for further review for recertification if it is not approved initially. An email notification is sent for revision requests. The email will contain information on what activities were not accepted and why. Instructions on how to update your portfolio will be included in the email. **If you do not respond to the resubmission request, your portfolio**

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will not be accepted, and you will need to recertify using the proctored examination. There is a limit of TWO revisions and resubmissions. After the second and final revision your portfolio is not approved, you must recertify by examination to maintain your a-IPC™ status.

CIC®: How does the portfolio review process work?

CBIC will review all submitted professional portfolios. CBIC will contact you only if further action 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 IPUs criteria, you will have the opportunity to recertify by passing the proctored recertification examination. The proctored recertification examination must be passed by December 31. Please be advised testing appointments can be extremely limited towards the end of the year.

Revisions and Resubmissions

You will be allowed to revise your original portfolio and resubmit it for consideration for further review for recertification if it is not approved initially. An email notification is sent for revision requests. The email will contain information on what activities were not accepted and why. Instructions on how to update your portfolio will be included in the email. **If you do not respond to the resubmission request, your portfolio will not be accepted,** and you will need to recertify using the proctored in-person examination. There is a limit of TWO revisions and resubmissions. After the second and final revision your portfolio is not approved, you must recertify by examination to maintain your CIC® status.

LTC-CIP®: How does the portfolio review process work?

CBIC will review all submitted professional portfolios. CBIC will contact you only if further action 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 IPUs criteria, you will have the opportunity to recertify only by purchasing and passing the initial LTC-CIP® examination.

Revisions and Resubmissions

You will be allowed to revise your original portfolio and resubmit it for consideration for further review for recertification if it is not approved initially. An email notification is sent for revision requests. The email will contain information on what activities were not accepted and why. Instructions on how to update your portfolio will be included in the email. **If you do not respond to the resubmission request, your portfolio will not be accepted,** and you will need to recertify using the proctored examination. There is a limit of TWO revisions and resubmissions. After the second and final revision your portfolio is not approved, you must recertify by examination to maintain your LTC-CIP® status.

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a-IPC™, CIC® & LTC-CIP® Appeals Procedure

CBIC does not accept appeals for IPU portfolio submissions.

IPU Portfolio Submission 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.**

____ **a-IPC:** I can verify that my activities meet at least **six** of the **eight** domains.
CIC: I can verify that my activities meet at least **six** of the **eight** domains.
LTC-CIP: I can verify that my activities meet at least **seven** of the **nine** domains.

____ **LTC-CIP:** I can verify that I have met the **5 IPU** requirement for long-term care specific activities.

____ 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 a credible organization* and at least 20/40 infection prevention units were sponsored through an accredited organization** or state licensing board.
* E.g. - IPAC Canada, IFIC
** E.g. - APIC, SHEA, AMMI Canada, APHA

____ I have not assigned any activity partial credit.

Online, Print, 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.

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Local, National, or International Conferences and Workshops

____ 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 AND I can verify specific session attendance in addition to conference attendance.

____ I am claiming **5** or **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 IPUs** within this category.

____ I have completed the program.

____ 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 number of years and position served and it is clearly stated on my verification documentation.

____ 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.

Participation in a mentorship program

____ I can verify that the number of years and position served and it is clearly stated on my verification documentation.

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____ I can provide a certificate of participation from the organization or a verification letter on letterhead from the professional organization containing my name, the dates of participation, and the signature from the organization's program leader.

Teaching

____ I am not submitting more than the maximum of **5 total IPUs** 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.