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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 Exam 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.

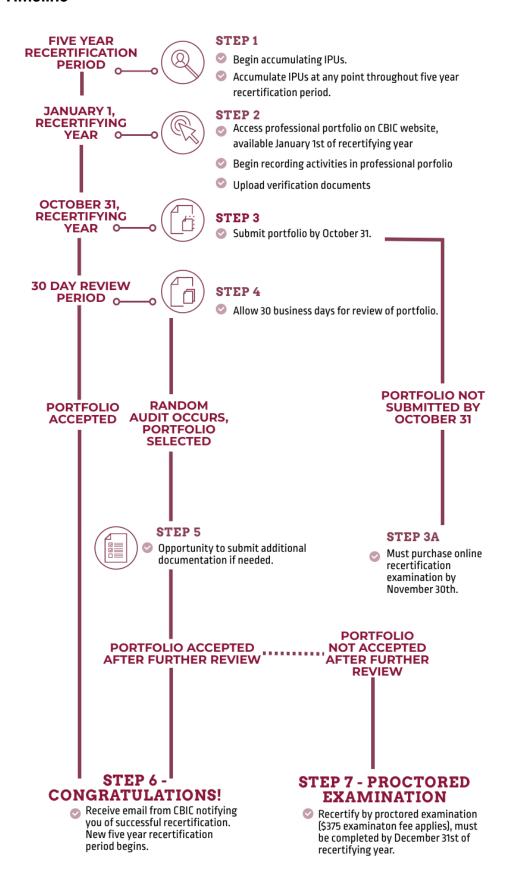
The entire portfolio review process can take up to 30 days from date of completed submission. If you have not received notification within 30 days, please contact CBIC. A percentage of portfolios will be chosen for audit every year; CBIC will contact you if you are chosen for an audit and with next steps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

The IPU criteria chart on page 13 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
 - o Examples include: webinars, learning modules, lectures
 - o Required documents: certificate of completion/attendance
- Organizational education offerings (10 IPUs per completed educational offering)
 - Attending related education offerings provided by national organizations (e.g., APIC EPI 201, SHEA collaborative) such as in-person workshops or online courses.
 - Entry level education does not meet criteria for IPU.
 - Examples include: workshops, certificate courses offered through accredited institutions, multiday educational offerings
 - Required documents: certificate of completion/attendance
- National conferences (10 IPUs 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
 - o Required documents: certificate of attendance
- Academic education (10 IPUs per program completion, 2 IPUs 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.).
 - o 10 IPUs per recertification period maximum
 - 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 IPUs per publication)
 - o Peer reviewed journal only that are 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 IPUs per one hour of presentation time/1 IPU per abstract)
 - Speaking at chapter, State, and national conferences (e.g., APIC/IPAC chapter, State HAI conference, IPAC, APIC, SHEA)
 - o Delivering a webinar with a primary focus on 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 organizations participation (5 IPUs per term per role)

- Participate on a local, state, or national level as a committee member or in an elected position (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 IPUs 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 IPUs 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.

Reporting Continuing Education Activities - Step by Step

The IPUs 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

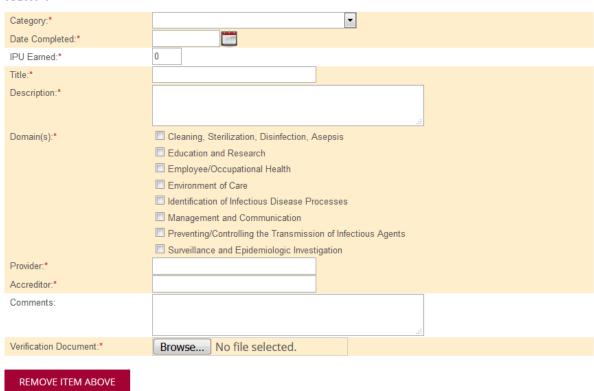
Data Summary

- 1 incomplete item(s) (see highlighted fields on form)
- 0/40 IPUs
- 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



- 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 10 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 IPUs** 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

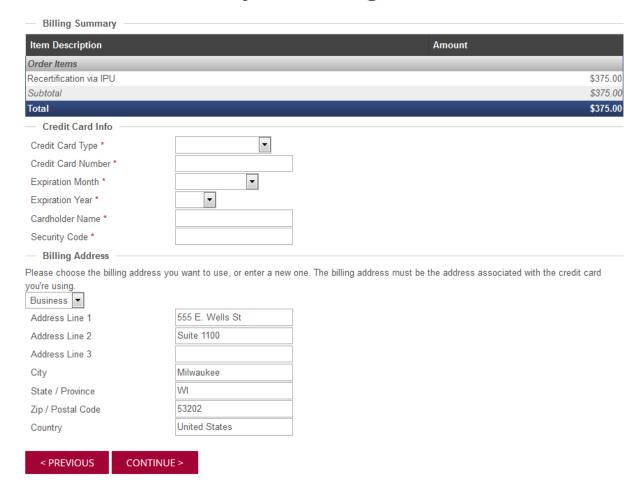


Data Summary

- 40/40 IPUs
- 8/6 domains

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

CIC Recertification by Continuing Education



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 IPUs 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 IPUs – 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 IPUs 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.

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 IPUs 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 IPUs categories have a maximum number?

A maximum number of IPUs is imposed on two of the IPUs 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 IPUs category.

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



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 IPUs 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 IPUs and if the units aligned with the prescribed list of acceptable activities.

What happens if I fail to accumulate the required 40 IPUs 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 attendance/completion
Organizational education offerings (includes multi-day or single day activities)	Related educational offerings (in-person classes/workshops; online courses of study) from national 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
	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
National conferences	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	Peer reviewed journal only that are 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



Category	Description of Activity	Number of Infection Prevention Units (IPUs)	Maximum Number of IPUs	Examples of Participating Providers	Required Documentation
Presentation	Speaking at chapter, state, and national conferences. Delivering a webinar with a primary focus on infection prevention and control.	2 IPUs 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
	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	Participate on a local, state, or national level as a committee member (particular role: treasurer, secretary, President, President-Elect)	5 IPUs per term per role	No max	Committees: County, state, national health Committees (if in a particular role)	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
professional organization	Elected position on a Board	5 IPUs 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 IPUs per recertification period	Nursing school, public health program	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 (examples: chancellor, professor, academic dean, President)
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 IPUs 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 (examples: writer, investigator) and the source of funding



Record Keeping Form for Infection Prevention Units (IPUs)

lame:		ID #:	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. 					
Date(s)	Activity	Sponsoring Organization	Verification of Participation	Domain(s) Covered	IPUs Earned	
				☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8		
				□ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8		
				□ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8		
				□ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8		
				$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$		

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
				□ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8	
				□ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8	
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				□ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8	
Total Domains covered	☐ Identification of infectious disease pr☐ Surveillance and epidemiologic inves☐ Cleaning, sterilization, disinfection, a☐ Prevention/control of the transmission	tigation	ployee or occupational health nagement/communication ucation and Research vironment of care	Total IPUs earned	d:

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.