

# Table of Contents

Recertification by Continuing Education for the CIC® & LTC-CIP .....	1
Recertification Timeline .....	3
Qualifying Categories for Earning IPU's .....	3
Online, paper, or live format education .....	3
Local, National, or International Conferences and Workshops .....	3
Academic education .....	4
Publications .....	4
Presentation .....	5
Professional organization participation .....	5
Teaching .....	5
Research .....	6
Infection Prevention Units (IPU).....	7
Continuing Education Units (CEUs) and IPU's .....	7
Continuing Medical Education (CME), Continuing Nursing Education (CNE), and IPU's .....	7
Reporting Continuing Education Activities – Step by Step .....	7
Portfolio Submission and Payment .....	10
Portfolio Review Procedures.....	11
IPU Portfolio Submission Checklist.....	12

## Recertification by Continuing Education for the CIC® & LTC-CIP

All currently certified (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

*Last Update January 2023*

conferences, authoring publications, furthering academic education, attending local or national conferences, participating in a professional organization in a position of leadership, 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 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. Previously, this was only available starting in January of their recertification year.

To access your portfolio, go to [www.cbic.org](http://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 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 \$410. 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 days from date of completed submission. If you have not received notification within 30 days, please contact CBIC. CBIC will contact you with next steps if necessary.

The recertification portfolio must be submitted by **October 31st** of the candidate's recertification year.

## **CIC®**

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.

## **LTC-CIP**

*Last Update January 2023*

If the portfolio is not submitted by October 31st, 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 you the year of your 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 purchased by December 17 and passed by December 31 of your 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 IPU

### Online, paper, 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.

To claim credit for an online, paper, 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

### Local, National, or International Conferences and Workshops

#### (5 IPU per single-day conference OR 10 IPU 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 IPU. Conferences focusing on infection prevention and control are eligible for 5 IPU for single-day attendance or 10 IPU for multi-day attendance. Candidates may also submit IPU 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:

*Last Update January 2023*

- 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 IPU 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 IPU:

- 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 IPU per program completion)**

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 IPU per successful completion of the program.

Only 10 IPU 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
- OR a copy of the diploma with institution name visible

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

- Completing a health-focused or science focused Master or Doctorate program

### **Publications**

#### **(5 IPU 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 IPU per accepted publication.

In order to earn IPU 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**

*Last Update January 2023*

The following activities do not qualify for IPU:

- Articles or guidelines in which the candidate is listed under acknowledgements
- Editing articles or guidelines
- Letters to the editor

## Presentation

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

CICs can earn IPU by speaking or presenting a poster at local, national, or international conferences. To earn IPU 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  
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)

## Professional organization participation

(3 IPU per year)

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 IPU 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 IPU 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 IPU:

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

## Teaching

(1 IPU per hour of instruction)

*Last Update January 2023*

Experienced CICs 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

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)**

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

*Last Update January 2023*

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 CICs/LTC-CIPs may encounter. It is important to keep in mind that recertification by IPU 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.

## 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. 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, 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

1. Log into your [profile](#). When logged into your profile, click the tab labeled "My IPUs."

About Me My IPU\* My Transactions My Messages

### Personal Information

**Jessica Dangles**  
Executive Director  
CBIC

**CBIC ID** [REDACTED]

**Type** Staff

### Addresses



Alt Business Home +



1400 Crystal Dr  
Ste 900  
Arlington, VA 22202-4153  
UNITED STATES

2. To add an activity, click the **Add New IPU** button.

About Me My IPU\* My Transactions My Messages

### My IPU\*

Category	Date Completed	IPUs Earned	Title	Domain	Status
Education module (online, paper or live format)	2/1/2022	1.00	Infection Prevention and Control Essentials for Ambulatory Care	Preventing/Controlling the Transmission of Infectious Agents	 


 Add new IPU 

3. All required sections are marked with an asterisk.

*Last Update January 2023*



## Add

*Category	<input type="text" value="(Select)"/>
*Date Completed	<input type="text" value=""/> 
*IPUs Earned	<input type="text" value="0.00"/>
*Title	<input type="text"/>
Description	<input type="text"/>
*Domain	<input type="checkbox"/> Check all <input type="checkbox"/> Cleaning; Sterilization; Disinfection; Asepsis <input type="checkbox"/> Education and Research <input type="checkbox"/> Employee/Occupational Health
*Provider	<input type="text"/>

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 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. 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

*Last Update January 2023*

- 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.
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 IPU**s 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.
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.

The screenshot shows a payment interface with three requirements listed in a table-like structure:

40 IPU's are required
6 domains are required
Application fees are not paid - <a href="#">\$ Pay now</a>

A red arrow points to the "\$ Pay now" button. Below the table is a grey message box that reads: "You must meet all the requirements above to submit your IPU application for review".

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

## 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.

### **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 IPU criteria, you will have the opportunity to recertify by passing the proctored recertification examination. The proctored recertification examination must be purchased by December 17<sup>th</sup> as testing appointments can be extremely limited towards the end of the year and submitted prior to December 31<sup>st</sup> of your recertifying year (application and fees apply).

If you are unsuccessful with both the 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 \$410 all apply.

### **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 IPU criteria, you will have the opportunity to recertify only by purchasing and passing the initial LTC-CIP examination.

### **CIC® & LTC-CIP Appeals Procedure**

No matter the method of recertification chosen, there is currently no IPU appeals process in place.

*Last Update January 2023*

# IPU Portfolio Submission Checklist

CBIC developed this checklist to assist with identifying errors frequently made when recertifying by IPU's. 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 IPU's**.
- 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 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, 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.

## Local, National, or International Conferences and Workshops

- If the conference is not specific to infection prevention and control, I am only claiming IPU's 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 IPU's** for the activity, not claiming IPU's 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 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.

*Last Update January 2023*

## **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.

## **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.

*Last Update January 2023*

*Last Update January 2023*