



# 2023 Handbook for Renewal of Certification in Clinical Engineering

*by the*

Healthcare Technology Certification Commission

*Program Sponsored by the*

American College of Clinical Engineering

*Application Review Conducted by the*

United States Board of Examiners for Certification in Clinical Engineering

*or the*

Canadian Board of Examiners for Certification in Clinical Engineering

**Renewal Application Deadline:**

June 30, 2023



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## **Processing of Applications for Certification Renewal**

### **Overview**

Certification in Clinical Engineering (CCE) is valid for three (3) years at which time it must be renewed. The United States Board of Examiners for Certification in Clinical Engineering and the Canadian Board of Examiners for Certification in Clinical Engineering (hereafter referred to as the “Board” or “Boards”) review continuing practice applications to verify those actively certified in clinical engineering are eligible for certification renewal. A registry of individuals certified in clinical engineering is maintained by the Healthcare Technology Certification Commission (hereafter referred to as the “Commission”) and is posted on the American College of Clinical Engineering (ACCE) website at:

<http://accenet.org/CECertification/Pages/Default.aspx>.

**IMPORTANT! It is the responsibility of each certified individual to keep track of their certification expiration and renewal date.**

Individuals actively certified in clinical engineering that choose to maintain this certification and continue to be listed as certified in clinical engineering must submit a renewal application every three (3) years for evaluation against the renewal eligibility criteria. Credit for various activities are awarded in four categories, specifically:

- Employment (15 points maximum)
- Continuing Education (10 points maximum)
- Professional Activities (10 points maximum)
- Miscellaneous Activities (10 points maximum)

The CCE renewal applicant must achieve a minimum of fifteen (15) points over a period of three (3) years with at least two (2) points in at least three (3) out of the above four (4) categories in order to maintain certification and apply for renewal. This document describes the procedure for processing certification renewal applications.

The CCE renewal applicant must document continuing practice activities via the current CCE Renewal Application form and must submit the application along with a payment of \$150 no later than June 30<sup>th</sup> for their certification renewal to be considered on time by the Board in order to maintain certification. Canadian Renewal Applicants must also include a copy of their current Professional Engineer (PE) registration. Following review of the CCE Renewal Application by the Board, the applicant will be notified of their certification status.

**FAILURE TO SUBMIT THE CCE RENEWAL APPLICATION FORM AND RENEWAL PAYMENT PRIOR TO THE CERTIFICATION EXPIRATION DATE OF JUNE 30<sup>TH</sup> WILL RESULT IN LATE FEES, AS DESCRIBED IN THE “LATE RENEWAL” SECTION BELOW.**

**FAILURE TO SUBMIT THE CCE RENEWAL APPLICATION FORM AND RENEWAL PAYMENT PRIOR TO THE LATE RENEWAL DEADLINE OF SEPTEMBER 30<sup>TH</sup> WILL RESULT IN LOSS OF CERTIFICATION.**

### ***Application Process***

- 1) The CCE renewal applicant must complete the current CCE Renewal Application form and submit it electronically to the Commission via email at: [certification@accenet.org](mailto:certification@accenet.org). The application must be submitted prior to the current certification expiration date of June 30<sup>th</sup> to be considered on time. Late renewal applications will **not** be accepted past the Late Renewal Deadline. Failure to renew certification by the certification expiration and renewal date will result in the loss of certification. To renew certification, the CCE renewal applicant must complete the following by the deadline:
  - Record professional activities on the form
  - Allocate points based on allowances indicated on the form
  - Ensure that the form is signed and dated
  - Email the completed application to the Commission ([certification@accenet.org](mailto:certification@accenet.org))
  - Pay the renewal fee
- 2) The Commission Secretariat will evaluate the application for completeness including attached documentation (if submitted). If there are any incomplete application parts, the Secretariat will request that the applicant submit additional information.
- 3) The Commission Secretariat will log the application and verify that the allocation of points reflects the CCE Renewal Criteria outlined below.
- 4) The Board will review the application and request additional information from the applicant if necessary. Following review by the Board, the applicant will be notified of the results.

## **CCE Renewal Criteria**

Certification renewal requires a currently certified individual to meet the following criteria to be eligible to apply for renewal. The Board shall review the application and recommend to the Commission whether or not the application meets the criteria following the previously detailed procedure above.

There are four categories within which continuing practice are demonstrated. Continuing practice activities must be associated with the appropriate categories and only include activities from the past three years (36 months) that maintain or enhance your clinical engineering skills. Activities may NOT be used in more than one category. Points are allowed for activities in each of these categories as follows, specifically:

### **Employment**

- Full time (typically 2,080 hours per year) hospital or non-hospital based clinical engineer – maximum allowable credit: 5 points per year.
- Part time clinical engineer employment – prorated based on 2,080 hours per year (i.e., number of hours divided by 2,080 multiplied by 5 points).
- Clinical engineering professor or teacher where full time equals 12 credits of teaching per semester – maximum allowable credit: 2 points per year.
- Full time manager position related to clinical engineering – maximum allowable credit: 5 points per year.
- Clinical engineering consultant – prorated based on 2,080 hours per year (i.e., number of hours divided by 2,080 multiplied by 4 points).

### **Continuing Education**

- Educational courses, including college / university academic courses, company courses, professional short courses, webinars, and workshops. These courses can be virtual or in-person – 1 point per 8 contact hours.
- Self-study, including relevant reading (e.g., books, journals, magazines) or other relevant self-learning activities – 1 point per 16 hours.
- Please list the name of the continuing education resource and the number of hours associated with each continuing education resource (i.e., list the name of the webinar/ teleconference series with the number of hours/points for the series). List each journal or magazine and hours separately. Do not group all activities under one line of "self-study hours."

### **Professional Activities**

- Professional conference / seminar attendance (virtual and/or in-person) – 0.5 point per day – maximum of 2 points per year.
- Professional society membership – 2 points per year for officers and 0.5 points per year for members with ad hoc assignments – maximum of 2 points per year.
- Publish or present papers / classes – 0.5 point per class or article – maximum of 2 points per year.
- Full-time author / patent clinical engineering related – maximum of 2 points per year.

- Part-time author / patent clinical engineering related – prorated based on 2,080 hours per year (i.e., number of hours divided by 2,080 multiplied by 2 points) – maximum of 2 points per year.

Miscellaneous Activities

- Other clinical engineering professionally enhancing activities not covered by above categories. Please be specific in the CCE Renewal Application for the Miscellaneous Activity and description. The lack of thorough information will result in the points not being counted towards the renewal applicant’s overall point renewal total – 1 point per 16 hours.

***Late Renewal***

CCE Renewal Applications received after the June 30<sup>th</sup> deadline will be considered late and subject to a Late Renewal Fee.

CCE Renewal Applications received after September 30<sup>th</sup>, the Late Renewal Deadline, will not be considered and will result in loss of certification.

Late Renewal Fee Schedule:

<b>Date Renewal Submitted</b>	<b>Late Renewal Fee (In addition to Renewal Fee)</b>
On or Before June 30 <sup>th</sup>	\$0
July 1 <sup>st</sup> – September 30 <sup>th</sup>	\$150

***Payment***

The renewal fee for a three-year period is \$150.

Renewal fee payments can be made by check or money order payable to ACCE (list CCE Renewal Fee in the memo field of the check), or securely online via PayPal® (Visa, MasterCard, Discover, and American Express accepted) at:

<http://accenet.org/CECertification/Pages/Default.aspx#payrenewalonline>.

*Return Payment Disclaimer: Any payment for fees that are returned as non-payment will be issued an additional charge to cover the cost of the bank return fee and are the responsibility of the applicant.*