



2023 Handbook and Application for  
Retired and Emeritus Status Change 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

**Retired Status Change Deadline:**

June 30, 2023



Healthcare Technology Certification Commission  
5200 Butler Pike  
Plymouth Meeting, PA 19462-1298  
Phone: 610-567-1300  
Email: [certification@accenet.org](mailto:certification@accenet.org)

## Processing of Applications for Retired and Emeritus Status

Beginning in 2017, 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”) have created the status of Retired and Emeritus for individuals with a certification in clinical engineering (CCE) that have decided to leave active employment in the clinical engineering field. The distinction between Retired and Emeritus status are described in this Handbook. Individuals that would like to apply for one of the statuses should review the enclosed requirements and, if eligible, should follow the instructions to apply for a certification status change.

### *Retired Status*

The Retired status for certification in clinical engineering (CCE-R) is for any actively certified individual that has decided to leave active employment in the clinical engineering field but wishes to maintain recognition of their certification in clinical engineering. The Retired status of certified clinical engineer shall be listed as CCE-R and is not recognized as an active CCE. Individuals that are actively certified in clinical engineering and want to change their certification to a non-active Retired status must request this change by their certification Renewal Expiration Date. Requests to change to Retired status after the individual’s Renewal Expiration Date will not be accepted.

A registry of individuals actively 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:

<https://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.**

Any actively certified individuals that wish to change their certification status to Retired must submit a current Application for Retired and Emeritus Status Change to the Commission via email at: [certification@accenet.org](mailto:certification@accenet.org), along with a payment of \$100, by June 30<sup>th</sup>. As part of the application, the certified individual seeking Retired status will need to include current personal data, last employer data, and reconcile any pending matters before the Board. Following review of the certification status change application by the Board, the applicant will be notified of their certification status. Once granted, the Retired status will continue indefinitely.

If a certified clinical engineer is in a retired status and wishes to revert to an active certification status, a formal request must be made to the Commission for review by the Board. This must include a submission of the current CCE Renewal Application detailing employment and continuing practice activities along with payment of the current fee for remaining in active CCE status. Applicants must meet the criteria outlined in the CCE Renewal Handbook and reflect the previous three (3) years from the date of renewal application. A written or oral exam is not required. The application will be reviewed by the Board for determination of certification status.

### **Payment:**

The application fee for Retire status change is \$100.

Retire status change application fee payments can be made by check or money order payable to ACCE (list CCE Retired Status 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.*

### ***Emeritus Status***

The Emeritus status for certification in clinical engineering (CCE-E) is for any individual that has been certified in clinical engineering who has decided to leave active employment in the clinical engineering field and has met qualifications for lifetime achievement including:

- at least thirty (30) combined years of actively working in the clinical engineering field AND years actively certified in clinical engineer,
- OR
- at least fifteen (15) years of documented continuous active certification in clinical engineering.

Individuals seeking Emeritus status do not need to be currently actively certified in clinical engineering to apply for this certification status; however, they must meet the lifetime achievement qualifications and have previously been actively certified in clinical engineering. Qualifying individuals seeking Emeritus status in clinical engineering can submit a one-time Application for Retire and Emeritus Status Change at any time to the Commission via email at: [certification@accenet.org](mailto:certification@accenet.org). There are no fees required to maintain this lifelong status. The Emeritus status of certified clinical engineer shall be listed as CCE-E and is not recognized as an active CCE nor can it be reverted to an active certification status.

### *Certification Status Comparison Chart*

	Retired Status	Emeritus Status
<b>Designation:</b>	CCE-R*	CCE-E*
<b>Purpose:</b>	Recognizes actively certified individuals that have retired from active employment and wish to retain certification.	Recognizes certified individuals for their lifetime contribution to the field of clinical engineering.
<b>Eligibility:</b>	<ul style="list-style-type: none"> <li>• Actively certified in clinical engineering.</li> <li>• Retired (i.e., left active, full-time employment) from the clinical engineering field.</li> </ul>	<ul style="list-style-type: none"> <li>• Certified in clinical engineering.</li> <li>• Earned lifetime achievement:               <ul style="list-style-type: none"> <li>· at least thirty (30) combined years of actively working in the clinical engineering field AND years actively certified in clinical engineering,</li> <li style="text-align: center;">- or -</li> <li>· at least fifteen (15) years of documented continuous active certification in clinical engineering.</li> </ul> </li> </ul>
<b>Certification Status:</b>	Not active	Not active – <i>Not to be referenced as a professional qualification.</i>
<b>Status Change Fee:</b>	\$100	\$0
<b>Application Deadline:</b>	June 30 <sup>th</sup> – <i>On or before your Renewal Expiration Date.</i>	None – <i>Applications are accepted anytime.</i>
<b>Expiration Period / Renewal Requirements:</b>	None	None
<b>Ability to revert to Active Status:</b>	Yes – <i>Requires proof of continuing practice and additional renewal fee.</i>	No

\*Canadian applicants must maintain licensure as Professional Engineer.



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## Application for Retired or Emeritus Status Change of Certification in Clinical Engineering

### Applicant Information:

<i><b>First Name:</b></i>	<i><b>Middle Initial:</b></i>
<i><b>Last Name:</b></i>	<i><b>Suffix (Jr., Sr., etc.):</b></i>
<i><b>Street Address:</b></i>	
<i><b>City, State &amp; Zip Code:</b></i>	
<i><b>Phone:</b></i>	
<i><b>Email:</b></i>	
<i><b>CCE Number:</b></i>	<i><b>Date (Month &amp; Year) CCE was Awarded:</b></i>

### Applying for (check one):

- Retired Status (CCE-R)
- Emeritus Status (CCE-E)

**Clinical Engineering Employment History:**

*(List previous and current (if applicable) clinical engineering employment, beginning with the most recent. Please include additional pages, if needed.)*

<b>Dates of Employment:</b>	
<i>From (month &amp; year):</i>	<i>To (month &amp; year):</i>
<b>Employer:</b>	
<b>Street Address:</b>	
<b>City, State &amp; Zip Code:</b>	
<b>Title / Position:</b>	

<b>Dates of Employment:</b>	
<i>From (month &amp; year):</i>	<i>To (month &amp; year):</i>
<b>Employer:</b>	
<b>Street Address:</b>	
<b>City, State &amp; Zip Code:</b>	
<b>Title / Position:</b>	

<b>Dates of Employment:</b>	
<i>From (month &amp; year):</i>	<i>To (month &amp; year):</i>
<b>Employer:</b>	
<b>Street Address:</b>	
<b>City, State &amp; Zip Code:</b>	
<b>Title / Position:</b>	

**Clinical Engineering Employment History (Continued):**

*(List previous and current (if applicable) clinical engineering employment, beginning with the most recent. Please include additional pages, if needed.)*

<b>Dates of Employment:</b> <i>From (month &amp; year):</i>	<i>To (month &amp; year):</i>
<b>Employer:</b>  	
<b>Street Address:</b>  	
<b>City, State &amp; Zip Code:</b>  	
<b>Title / Position:</b>  	

<b>Dates of Employment:</b> <i>From (month &amp; year):</i>	<i>To (month &amp; year):</i>
<b>Employer:</b>  	
<b>Street Address:</b>  	
<b>City, State &amp; Zip Code:</b>  	
<b>Title / Position:</b>  	

<b>Dates of Employment:</b> <i>From (month &amp; year):</i>	<i>To (month &amp; year):</i>
<b>Employer:</b>  	
<b>Street Address:</b>  	
<b>City, State &amp; Zip Code:</b>  	
<b>Title / Position:</b>  	

*I certify that I have read the current Handbook and Application for Retired or Emeritus Status Change of Certification in Clinical Engineering. I attest that all information I have entered on this application is accurate. I understand that any misrepresentation may result in rejection of this application or the revocation of any certification issued as a result of this application. I understand that I must comply with the renewal policy to maintain my certification. I am also aware that any certification I may receive under this program will not constitute and shall not be construed as a license. I release from all liability the American College of Clinical Engineering (ACCE), the Healthcare Technology Certification Commission (HTCC), the Board of Examiners and/or its agents, and I hereby authorize the HTCC, the Board of Examiners and/or its agents to make any inquiries that are necessary in ascertaining my eligibility for certification.*

<b><i>Signature:</i></b>	<b><i>Date:</i></b>