



2018 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*

US Board of Examiners for Clinical Engineering Certification

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## Processing of Applications for Certification Renewal

### **Overview:**

The United States Board of Examiners for Clinical Engineering Certification (Board) will review continuing practice applications to verify that those certified in clinical engineering are eligible for certification renewal. Individuals wishing to maintain certification and continue to be listed as certified in clinical engineering must submit a renewal application every three years for evaluation against the 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), and
- Miscellaneous activities related to clinical engineering professional career enhancement (10 points maximum).

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

The applicant must document continuing practice activities, must submit a fee of \$150 and their application will be reviewed and approved by the Board of Examiners in order to maintain certification. Following this review, the applicant will be notified of the results.

### **Application Process:**

- 1) The certification renewal applicant must complete the [CCE Renewal Application form](#) and submit it to the Healthcare Technology Certification Commission (HTCC). An application must be submitted prior to the current certification expiration date of June 30th, 2018. The application should be sent to the secretariat by June 16th, 2018 to allow time for renewal review. The application may be obtained through the ACCE web site or by contacting the HTCC directly. The applicant must:
  - 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 renewal application to the Secretariat. [certification@accenet.org](mailto:certification@accenet.org)
- 2) The HTCC 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 HTCC Secretariat will log the applicant and verify that the allocation of points reflects the Certification Renewal Criteria outlined below.

- 4) The Board of Examiners will review the application and request additional information from the candidate if necessary. Following approval by the Board of Examiners the applicant will be notified of the results. The candidate will be informed of the results of the review within two months of the application.

### **CCE Certification Renewal Criteria:**

Certification renewal requires a currently certified individual to meet the following criteria in order to be eligible apply for renewal. The Board shall process 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. 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

- Academic courses including college / university, company courses, short courses and workshops – 1 point per 8 contact hours.
- Self study including relevant reading, e.g., books, journals, magazines, audio/visual courses, internet courses, teleconference, webinars, 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. In other words, 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. Please do not group all activities under one line of "self study hours".

#### Professional Activities

- Seminar attendance – 0.5 point per day – maximum of 2 points per year.
- Professional society officer – 2 points per year (ad hoc assignments – 0.5 points per year) – 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 – 1 point per 16 hours.

### **Payment:**

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

MAKE CHECK OR MONEY ORDER PAYABLE TO: **ACCE**, list CCE Renewal Fee in the memo field of the check.

Visa, MasterCard, Discover and American Express are accepted online securely through PayPal®.

Please visit our website at

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

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.