

2026 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, 2026

Phone: 610-567-1300 | Email: certification@accenet.org

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 that 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:

[Get Certified](#)

[Renew Your Certification](#)

[Certification Resources](#)

[FAQ & List of Certified Clinical Engineers](#)

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 who choose to maintain this certification must submit a renewal application every three (3) years. Credit for activities is awarded in four categories:

- 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 the three (3)-year period, with at least two (2) points in at least three (3) of the four (4) categories, in order to maintain certification.


The applicant must pay a renewal fee of \$200 no later than June 30, 2026 to be considered on time. 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.

Has your certification already lapsed? See the [Reinstatement](#) section.

FAILURE TO SUBMIT THE CCE RENEWAL APPLICATION AND PAYMENT PRIOR TO JUNE 30, 2026 WILL RESULT IN LATE FEES. FAILURE TO SUBMIT PRIOR TO SEPTEMBER 30, 2026 WILL RESULT IN LOSS OF CERTIFICATION.

Application Process

The 2026 CCE Renewal uses a streamlined online workflow. Follow these steps:

1. Download the CCE Renewal Activity Worksheet (Excel) from the ACCE website. This worksheet automatically calculates your points as you enter activities across the four categories.
2. Complete all four activity tabs: Employment, Continuing Education, Professional Activities, and Miscellaneous Activities. The worksheet validates your entries and displays your running totals and eligibility status on the Summary Dashboard tab.
3. When your worksheet is complete, click the " CLICK HERE to open your pre-filled Jotform submission" link on the Summary Dashboard. This opens the official CCE Renewal Application form (Jotform) with your candidate information and point totals pre-populated.
4. Review all pre-filled fields on the Jotform for accuracy, complete any remaining required fields (including the Before You Begin checklist), and upload a PDF of your completed Activity Worksheet as supporting documentation.
5. Submit your application and pay the renewal fee (\$200) through the secure online payment portal within Jotform. Credit card and PayPal payments are accepted. Alternatively, payment may be made by check or money order payable to ACCE (see Payment section).

After submission, the Commission Secretariat will:

- Evaluate the application for completeness. If any parts are incomplete, the Secretariat will contact the applicant for additional information, completed applications are due prior to June 30, so not to incur a late fee.
- Log the application and verify that the point allocation reflects the CCE Renewal Criteria outlined below.
- Forward the application to the Board for review. Following Board review, the applicant will be notified of the results.

Questions? Contact the HTCC Secretariat at certification@accenet.org or call 610-567-1300.

CCE Renewal Criteria

Certification renewal requires a currently certified individual to meet the following criteria. The Board shall review the application and recommend to the Commission whether the application meets the criteria.

Continuing practice activities must be associated with the appropriate categories and must include only activities from the past three years (36 months) that maintain or enhance clinical engineering skills. Activities may NOT be used in more than one category.

There are three ways to maintain certification in Clinical Engineering after initial certification:

- **Renewal:** Submission of Continuing Education Points and application fee at the 36-month renewal period after initial certification or previous renewal cycle.

Note: If the completed and submitted renewal application does not meet the requirements, as determined by two Board members, the candidate will be notified and provided with one opportunity to submit additional points. Candidates must respond to any inquiries for clarification within 20 business days from initial request date.

- **Reinstatement:** Submission of Continuing Education Points, application fee, and late fee up to 2 years after certification has expired. Renewal is no longer available once certification has expired.
- **Recertification:** Required if the candidate does not complete reinstatement within 2 years after certification lapses. Candidates must submit a new application and take the CCE written exam. Refer to the Recertification Handbook for guidance cycle.

Employment

- Full-time (2,080 hrs/yr) hospital or non-hospital based Clinical Engineer – 5 points per year (maximum 15 points).
- Full-time CE Manager position – 5 points per year (maximum 15 points).
- Part-time Clinical Engineer – prorated based on 2,080 hours per year ($\text{hours} \div 2,080 \times 5$ points).
- CE Professor or teacher (full-time = 12 credits/semester) – 2 points per year.
- Clinical Engineering Consultant – prorated based on 2,080 hours per year ($\text{hours} \div 2,080 \times 4$ points).

Note: 2,080 hours represents the standard benchmark for full-time annual employment (40 hours/week \times 52 weeks). The Activity Worksheet calculates employment points automatically based on your start date, end date, employment type, and annual hours (for part-time/consultant roles). Mark “Current Job?” = Yes if you are still employed in this role; the worksheet will calculate through June 30, 2026.

Continuing Education

- Educational courses, including college/university academic courses, professional short courses, webinars, and workshops (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.

Note: List each journal, magazine, or resource separately with the name and number of hours. Do not group all activities under one line. Aggregated entries without detail will not be credited.

Professional Activities

- Professional conference or seminar attendance (virtual and/or in-person) – 0.5 point per day, maximum 2 points per year.
- Professional society membership – 2 points per year for officers; 0.5 points per year for members with ad hoc assignments. Maximum 2 points per year.
- Publish or present papers/classes – 0.5 point per class or article, maximum 2 points per year.
- Full-time author/patent (clinical engineering related) – maximum 2 points per year.
- Part-time author/patent (clinical engineering related) – prorated based on 2,080 hours per year ($\text{hours} \div 2,080 \times 2$ points), maximum 2 points per year.

Note: List each conference, society, seminar, activity, etc separately with the name and number of hours. Do not group all activities under one line. Aggregated entries without detail will not be credited.

Miscellaneous Activities

- Other clinical engineering professionally enhancing activities not covered by the above categories – 1 point per 16 hours.

Note: Entries must include a specific, detailed description. Vague entries will not be credited toward renewal. The Activity Worksheet requires descriptions in the Miscellaneous tab.

Late Renewal

Complete CCE Renewal Applications received after **June 30, 2026** (Renewal Deadline) will be considered late and subject to a Late Renewal Fee.

CCE Renewal Applications received or completed after **September 30, 2026** (Late Renewal Deadline) will not be considered and will result in loss of certification.

Late Renewal Fee Schedule

Date Renewal Submitted	Late Renewal Fee (in addition to \$200 Renewal Fee)
On or before June 30, 2026	\$0
July 1 – September 30, 2026	\$100

Reinstatement

If a candidate's certification lapses, individuals may pursue a reinstatement process. Reinstatement and Renewal are separate processes with separate fee schedules. Candidates pursuing reinstatement will be required to pay the \$200 renewal fee in addition to the reinstatement fees below.

Reinstatement is available to prior CCE holders whose certification has lapsed within the last two years. Fees are based on the duration of inactivity:

Duration of Lapsed Certification	Additional CE Points Required	Reinstatement Fee
CCE inactive up to 1 year	5	\$250
CCE inactive 1–2 years	10	\$500

Candidates will be required to submit 5 points of continuing practice activity points per year of lapsed certification in addition to the typical 3-year renewal period. Following reinstatement, candidates will be required to submit a renewal application on the first June following 24 months of reinstatement.

Payment

The renewal fee for a three-year period is \$200 when submitted on time (on or before June 30, 2026).

Summary of Fees

Submission Type	Total Fee
Renewal — on time (by June 30, 2026)	\$200
Renewal — late (July 1 – Sept 30, 2026)	\$300
Reinstatement — up to 1 year lapsed	\$450
Reinstatement — 1 to 2 years lapsed	\$700

Payments may be made through either of the following methods:

- Online: Submit payment securely through the Jotform renewal application portal (credit card and PayPal accepted). Payment is collected as part of the online submission process.
- By mail: Check or money order payable to ACCE. Write “CCE Renewal Fee” in the memo field. Mail to the HTCC Secretariat. Do not mail cash.

Return Payment Disclaimer: Any payment returned as non-payment will incur an additional charge to cover the bank return fee. This charge is the responsibility of the applicant.