

## CCCPLS-CCCSLP Competency Maintenance Program

Upon successful certification, each member will be required to participate in the CCCPLS-CCCSLP Competency Maintenance Program (CMP). This program requires the completion of a **minimum of 8 (eight) Continuing Education (CE) points every (1) year** for recertification. Of the 8 CE points, 4 points must be in the subject area of Anatomic Pathology, minimum of 1 point in Laboratory or Patient Safety, and remaining points may be in other areas of interest relating to your laboratory practice. If a member fails to meet the requirements of the CMP, certification will be invalid the day following the date printed on the certificate.

## Recertification Process:

1. Complete 8 CE points every (1) year. Activities are awarded points based on the guidelines provided below.
2. Save supporting documents for all CE activities and retain all original certification of completion. Documents should be saved for a period of 12 months following the end of your CMP cycle. Only if your declaration form is selected for audit will these documents be required by the CCCPLS for review
3. Every (1) year, prior to the certification expiration date:
  - (a) Complete the *CCCPLS-CCCSLP CE Tracking Log & Declaration Form* available on the website. Save as PDF
  - (b) Upload your completed CCCPLS CE Tracking Log and Declaration Form using the link on the Recertification Page. You will be required to update your contact information and provide information regarding your practice during the online submission process
  - (c) Pay the applicable Recertification or Late Recertification Fee after completing the online Application for CCCPLS Recertification. There will be a link to the payment website provided once you submit the application form. **Note: You must pay the appropriate fee before your application for recertification will be reviewed.** After submitting payment, you will receive an email confirmation which can be used as temporary proof of certification, pending final approval.
4. The recertification application will be reviewed within 30 days of receipt. If deficiencies are identified, the applicant will be notified via email and will have 30 days to correct/address any issues. If no deficiencies are identified or deficiencies are resolved, the applicant will receive a confirmation letter via email on official letterhead, providing final proof of recertification which will be valid for one (1) year. The List of Certified Pathology Laboratory Specialists on the CCCPLS website will be updated with the applicant's new recertification date.

**Competency Maintenance Program CE Point  
Allocation**

1 CE point = 1 contact hour

| Activities  | Contact/Credit Hours                              | CE Points | Max CE Points allowed per 1 year cycle |
|---|---|-----------|--|
| <p><b>Formal Education Courses:</b> includes courses and conferences offered by any national, provincial, regional or local professional programs and organizations. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• CAP-ACP Canadian Association of Pathologists</li> <li>• CSMLS- Canadian Society for Medical Laboratory Science</li> <li>• CAP- College of American Pathologists</li> <li>• ASCP- American Society for Clinical Pathology</li> <li>• AAPA- American Association of Pathologists' Assistants</li> </ul> | 1 contact hour (50-60 minutes)                    | 1         | No maximum                             |
| <p><b>Attending Rounds:</b> offered by your employer or other institutions</p>  | 1 contact hour (50-60 minutes)                    | 1         | No maximum                             |
| <p><b>Employer-Offered Courses:</b> any structured courses, programs or workshops offered by your employer which provides a proper certificate of completion. This does NOT include routine staff meetings, mandatory online hospital courses (i.e. WHMIS, Hand Hygiene, etc.) or job orientation</p>   | 1 contact hour (50-60 minutes)                    | 1         | No maximum                             |
| <p><b>Teleconferences, Subscription or Online Self-Instructional Courses:</b> related to your laboratory practice (e.g. management, education)</p>  | 1 contact hour (50-60 minutes)                    | 1         | 2                                      |
| <p><b>Research and Preparation for Presentation or Workshop (First Presentation):</b> a CE point is awarded for each hour of preparation for a presentation/workshop that is done for the first time, for a maximum of 2 CE points.<br/>-Presentations/workshops must be in one of the subject areas considered for CE points</p>   | Each contact hour of presentation (50-60 minutes) | Up to 2   | 2                                      |
| <p><b>Presenting Posters/Exhibits:</b> must be presented at a national, provincial, regional or state laboratory professional association meeting/ conference.</p>  | N/A   | 2         | 2                                      |
| <p><b>Serving on a Committee/Board Related to the Profession:</b> serving on a committee or board within the CAP-ACP, CCCPLS-CCCPLP, AAPA, ASCP and/or equivalent</p>   | N/A   | 2         | 2                                      |
| <p><b>On-Site Assessor for Laboratory Accreditation</b></p>   | N/A   | 1         | 1                                      |

## Audit Process:

1. The CCCPLS-CCCSLP may review and audit up to 10% of all *CCCPLS-CCCSLP BP CE Tracking Log & Declaration Forms* submitted each year.
2. If you are selected for audit, you will be required to submit, via email, scanned original copies of supporting documents and certificates of attendance to [info@cccpa-cccslp.org](mailto:info@cccpa-cccslp.org). A list of acceptable supporting documents for each CMP activity is listed below.

| Continuing Education Activity Documentation Requirements   |   |
|--|---|
| Activity   | Documentation   |
| Formal education courses, teleconferences, subscriptions or online self-instructional courses        | Certificate of Participation that includes: <ul style="list-style-type: none"> <li>- Name of provider</li> <li>- Date of activity</li> <li>- Name of participant</li> <li>- Number of contact hours</li> <li>- Title of activity</li> </ul>   |
| Employer-offered courses   | Letter with original letterhead that includes: <ul style="list-style-type: none"> <li>- Name of provider</li> <li>- Date of program</li> <li>- Name of participant</li> <li>- Number of contact hours</li> <li>- Title of activity</li> </ul> |
| Research and preparation for presentation or workshop (first time), presentation of posters/exhibits | PDF copy of presentation or workshop  |
| Serving on committees/boards related to the profession   | Letter from organization that includes: <ul style="list-style-type: none"> <li>- Verification of participation</li> <li>- Role on the committee/board</li> </ul>  |
| On site assessor for laboratory accreditation  | Letter from organization that includes: <ul style="list-style-type: none"> <li>- Verification of your role as an assessor</li> <li>- Dates of assessment</li> </ul>   |

## **Suspension of Certification**

A failure to complete recertification within 90 days of the deadline or a failure to provide the necessary documents for audit within 90 days of the first notification will result in an immediate suspension of CCCPLS-CCCSP certification. You will no longer be able to use the BP (CCCPLS-CCCSP) designation after your name.

Members may appeal decisions to suspend certification based on unique or extenuating circumstances. Each appeal will be dealt with on a case-by-case basis. The formal appeal process can be found on the CCCPLS-CCCSP website. If an appeal is not made in a timely manner as detailed in the Appeal Process, certification will be revoked. If this occurs, you must re-apply for certification and may be required to re-write the CCCPLS-CCCSP certification examination.