

# COMPETENCY MAINTENANCE AND RECERTIFICATION GUIDE FOR SIMPLE DISSECTION SPECIALISTS

## 2025 Version

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### 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 12 (twelve) Continuing Education (CE) points every one (1) year** for recertification. Of the 12 CE points, 6 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 12 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 3 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 workshop 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>College/University Coursework:</b> courses must be related to your laboratory practice (e.g. management, education)</p>	1 semester	5	5
<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	5
<p><b>Completion of Advanced Certification or Qualification:</b></p> <ul style="list-style-type: none"> <li>- Specialist/Diploma certificate</li> <li>- Categorical or higher-level certification</li> </ul> <p>(Note: Points are only allocated to the year in which the advanced certification is completed, regardless of the number of years it takes to complete)</p>	N/A	10	10
<p><b>Clinical &amp; Academic Teaching:</b></p> <ul style="list-style-type: none"> <li>- <b>Clinical:</b> Teaching PA students and/or MLT students during their clinical rotation in an accredited laboratory training program</li> <li>- <b>Academic:</b> Performing lectures and/or teaching MLT/MLA students in the classroom setting as part of an accredited medical laboratory education program recognized by CSMLS.</li> </ul>	1 contact hour (50-60 minutes)	1	6 (2 per year in Clinical and/or 4 per year in Academic)
<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. <i>The presentations/workshops must be in one of the subject areas considered for CE points.</i></p>	Each contact hour of presentation (50-60 minutes)	Up to 2	2

<b>Authoring Journal Articles for Peer-Review Publications:</b> articles must be in the laboratory field, or education and management.	N/A	5	5
<b>Presenting Posters/Exhibits:</b> must be presented at a national, provincial, regional or state laboratory professional association meeting/ conference.	N/A	3	3
<b>Serving on a Committee/Board Related to the Profession:</b> serving on a committee or board within the CAP-ACP, CCCPLS-CCCSLP, AAPA, ASCP and/or equivalent	N/A	2	2
<b>On-Site Assessor for Laboratory Accreditation</b>	N/A	1	1

## Audit Process:

1. The CCCPLS-CCCSLP may review and audit up to 10% of all *CCCPLS-CCCSLP SD 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
<b>Formal education courses, teleconferences, subscriptions or online self-instructional courses</b>	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>
<b>Employer-offered courses</b>	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>
<b>College/university coursework, completion of advanced certification or qualification</b>	Official transcript
<b>Documentation of clinical and academic teaching</b>	Completion of the Clinical & Academic Teaching Documentation Form and signed off by MLT Program Director, Pathologist, Lab Manager/Supervisor, or Charge PA
<b>Research and preparation for presentation or workshop (first time), presentation of posters/exhibits</b>	PDF copy of presentation or workshop
<b>Authoring journal articles for peer-review publications</b>	Title page of publication and page containing author name(s)
<b>Serving on committees/boards related to the profession</b>	Letter from organization that includes: <ul style="list-style-type: none"> <li>- Verification of participation</li> <li>- Role on the committee/board</li> </ul>
<b>On site assessor for laboratory accreditation</b>	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 SD (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 Appeals 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.