

Application for Certification Maintenance Credit

American Biological Safety Association Certification Maintenance Committee

Instructions:

This form may be filled out by either a sponsoring organization or a CBSP/RBP requesting CM point review. An updated form is required annually for courses, conferences, or other educational programs, which have previously received CM points.

Please attach a detailed outline, which includes information on content and timeframe for your conference, course, or other educational program. CM points are awarded at 0.5 point per half day and 1.0 point per full day. Use a separate form for each conference, course, or educational program for which you are requesting CM point review. Using the NRCM Examination Content document (available on the ABSA website) as a reference, indicate in the space provided the domain(s) and task number(s) for the proposed course/conference.

Verification: Courses and educational programs: a certificate, letter, attendance roster or some other documentation from the sponsor verifying the completion of the entire course. Conferences/meetings: local – attendance roster, and/or a certificate, and/or a registration receipt; out of town – registration receipt and hotel/motel receipts, and/or approved expense vouchers. (Sponsors: please verify proof directly to CBSPs/RBPs for their records.)

Please check one:

Course _____ Conference _____ Educational Program _____ Other _____

Has this course/conference/educational program been credited for CM points before? Yes _____ No _____ Unknown _____

Is the content and length the same as before? Yes _____ No _____ Unknown _____

Activity Title: _____

Sponsor: _____

Location: _____

Dates: _____ to _____ Multiple offering dates _____

Course /conference contact hours: Identify specific days and hours of student/attendee contact with course content. Provide conference / course material that documents these hours. _____

Using the NRCM Examination Content document as a reference, what is (are) the domain(s) and task number(s) for the proposed course/conference: Domain(s): _____ Task(s)#: _____

Target Audience: _____

Learning Objectives _____

Person submitting this form is: CBSP/RBP _____ Sponsor _____

Contact Name: _____

Company Address: _____

Phone: _____ Fax: _____ Email: _____

Send to: ABSA, c/o Certification Maintenance Committee, 1200 Allanson Road, Mundelein, IL 60060-3808

Please be aware that granting of CM points does not authorize the sponsor's use of the ABSA logo. ABSA does not accredit, certify, or endorse any courses, conferences, seminars or other educational programs.

A listing of approved courses, conferences and educational programs are available on the ABSA web site (absa.org) in the certification maintenance section.