**IFBA Professional Recertification – Biological Waste Management**

**Name:**

**Address:**

**City: Country:**

**Postal /ZIP Code:**

**Employer/Organization:**

**IFBA Candidate ID Number:**

**Date of Initial Certification:**

**Email Address:**

IFBA Professional Certifications are valid for a period of 5 years after which the certificants must undergo a recertification process. Recertification cycles begin the day an individual becomes certified and ends on December 31st of the 5th full year following the start of the certificants cycle. The program requires that individuals holding a Professional Certification in Biological Waste Management acquire a total of **40 points** across the categories defined below and earn the minimum required points in each category. Certificants will be asked to attest to attaining the required number of points and submit supporting documentation. The IFBA will send certificants a reminder at the beginning of the calendar year in which the 5 year recertification is due. However it is recommended that certificants track their professional activities throughout the 5 year cycle and not wait until they are notified.

**Complete Professional Certification Renewal Forms may be submitted by email to the IFBA Secretariat at secretariat@internationalbiosafety.org or by mail to: 104-2460 Lancaster Road, Ottawa, Canada, K1B 4S5. Incomplete forms will not be accepted for review.**

*(Note: in cases of significant changes in the competence standard, a re-examination may be necessary for recertification. Certificants who are unable to acquire the required number of points across each category may appeal to the Certification Body for recertification through a combination of re-examination and point accumulation).*

**Recertification Domains**

1. Maintaining Core Knowledge /Skills (a minimum of 10 points must be obtained in this category per recertification cycle)
2. Participation in meetings, seminars, symposia, and conferences that include presentations with a related focus on biological waste management (1 point / day\*)

*Acceptable documentation – copy of the conference or meeting agenda and proof of attendance (e.g. registration receipt)*

1. Participation in biological waste management training courses and workshops (1 point/day\*)

*Acceptable documentation - copy of the course or workshop agenda, and course certificate and/or proof of attendance*

*(Note: unless the course undergoes substantial revision, points will not be awarded for attending the same training course more than once during the recertification period)*

1. Membership in a professional biorisk and/or biosafety association that includes a focus on biological waste management (1 point/year)

*Acceptable documentation – copy of membership certificate*

1. Professional Development Activities (a minimum of 15 points must be obtained in this category per recertification cycle)
2. Authorship of articles, book chapters, and peer-reviewed journal publications on biological waste management (2 points/article, 5 points/book chapter, 5 points/peer-reviewed journal publication)

*Acceptable documentation – copy of the article, book chapter, or publication*

1. Contributing to biological waste management guidelines & standards (5 points per guideline or standard)

*Acceptable documentation – copy of the guideline or standard indicating contribution made to document*

1. Delivering a paper, presentation or poster session on aspects of biological waste management at conference or meeting (1 point/presentation/poster; 2 points/keynote presentation)

*Acceptable documentation – copy of the conference program indicting paper presented (Note – points will not be awarded for presenting the same paper more than once during the recertification period)*

1. Delivering training and education in biological waste management (2 points/day\* of instruction)

*Acceptable documentation – copy of training course agenda indicating courses taught*

*(Note – points will not be awarded for teaching the same training course more than once during the recertification period)*

1. Completing biological waste management related college or university courses (5 points/course)

*Acceptable documentation – description of course content and proof of successful completion*

1. Serving on a committee or holding elected office in an association that includes a focus on biological waste management (2 points/year of service)

*Acceptable documentation – letter from association verifying service on committee or as an officer*

1. Mentoring or coaching others in respect to biological waste management (2 points/mentee/year)

*Acceptable documentation – description of activities and letter from mentee verifying assistance given*

1. Development and/or authorship of electronic resources, blogs, videos, web-based training tools on biological waste management (2 points/electronic resource developed; 1 point per year of maintaining electronic resource up-to-date)

*Acceptable documentation – copy of the electronic resource*

1. Confirmation of Continuing Satisfactory Work & Work Experience (a minimum of 15 points must be obtained in this category per recertification cycle)
2. Engaging in biological waste management professional practice (5 points/year when biological waste management function represents at least 50% of the position duties; 2 points/year when the biological waste management function represents 20%-50% of position duties per year)

*Acceptable documentation – letter from employer describing biological waste management related practices and responsibilities.*

1. Contributing to institutional biological waste management policies and practices (2 points per policy and/or practice)

*Acceptable documentation – copy/description of the policy /practice indicating contribution made*

\**1 day = at least 5 hours of instruction/training/meeting*

**IFBA Professional Certification Renewal Form**

*Please fill out this form to calculate the cumulative points earned by year and aforementioned domain.*

**Name: Initial Certification Date: Current Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Calendar Year** | **Points Earned by Domain** | | | **Total** |
| **1**  **Maintaining Core Knowledge** | **2**  **Professional Development Activities** | **3**  **Confirmation of**  **Continuing Satisfactory Work & Work Experience** | **Points Earned for Year** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Points** |  |  |  |  |
| **Domain Points Required** | **10** | **15** | **15** | **40** |

1. **Maintaining Core Knowledge / Skills**

***10 Points Required***

1. *Participation in biological waste management related meetings, seminars, symposia, and conferences*
2. *Participation in biological waste management training courses and workshops*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Affiliated/Host Organization** | **Title of Event (Meeting, Seminar, Symposia, Conference, Course, or Workshop)** | **Location of Event (Meeting, Seminar, Symposia, Conference, Course, or Workshop)** | **Points Towards Recertification** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total:** | | | |  |

1. *Membership in a professional association with a focus on biological waste management*

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Organization** | **ID Number** | **Points Towards Recertification** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total:** | | |  |

1. **Professional Development Activities**

***15 Points Required***

1. *Authorship of articles, book chapters, and peer-reviewed journal publications on biological waste management*
2. *Contributing to biological waste management guidelines and standards*
3. *Delivering a paper, presentation, or poster session on aspects of biological waste management at conferences or meetings*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Title of Presented/Authored Material(s)** | **Brief Description of Presented/Authored Materials** | **Points Towards Recertification** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total:** | | |  |

1. *Delivering training and education in biological waste management*
2. *Completing biological waste management related college or university courses*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Host Organization/Title of Course** | **Role in Teaching or Attendance** | **Brief Description of Covered Topics** | **Points Towards Recertification** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **Total:** |  |

1. *Serving on a committee or holding elected office in an association that includes a focus on biological waste management*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Organization** | **Name of Committee/Office Held** | **Brief Description of Duties** | **Points Towards Recertification** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total:** | | | |  |

1. *Mentoring or coaching others in respect to biological waste management*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Name of Mentee** | **Organization of Mentee** | **Brief Description of Mentoring Provided** | **Points Towards Recertification** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total:** | | | |  |

1. *Development and/or authorship of electronic resources, blogs, videos, web-based training tools on biological waste management*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Format of Resource (Blog, Video, etc.)** | **Resource Title** | **Brief Description of Resource** | **Points Towards Recertification** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total:** | | | |  |

1. **Confirmation of Continuing Satisfactory Work & Work Experience**

***15 Points Required***

1. *Engaging in biological waste management professional practice*
2. *Contributing to institutional biological waste management policies and practices*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Affiliated/Employer Organization** | **Position** | **Brief Description of Activities** | **Points Towards Recertification** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total:** | | | |  |