

IFBA Professional Recertification Application Guide

Maintaining your IFBA Professional Certification and staying up-to-date with advancements in the field of biosafety and biosecurity indicates a commitment to ongoing professional development and a dedication to remaining current in the biorisk management field. Those who participate in the recertification program have attained the highest level of expertise and serve as an emblem of excellence within our global biorisk management community. This Guide includes a number of “*Frequently Asked Questions*” and “*Do’s and Don’ts*” compiled by the IFBA’s Recertification Committee to assist you in maintaining your credential and submitting a strong recertification application.

Frequently Asked Questions

Q: When do I need to submit my recertification documents?

A: 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. So, if you became certified at any time during the year of 2020, you would be required to recertify by the end of 2025. An email reminder notice is sent out mid-year from the Recertification Committee Chair with the deadline specified.

Q: How many points do I need to claim?

A: The program requires that individuals holding a Professional Certification acquire a total of **40 points** across the [categories defined for each technical discipline](#) and earn the minimum required points in each category.

Q: Where do I submit my application and supporting documentation?

A: Applicants should contact the IFBA Secretariat at secretariat@internationalbiosafety.org who will provide them with a Dropbox link where the application form and supporting documentation can be uploaded.

Q: How can I keep track of all the required points and easily gather together my supporting documentation?

A: It is highly recommended that certified professionals maintain a log and continually track their activities over the five-year period; otherwise, it can be difficult to recall activities such as participation in conferences and workshops, contributing to guidelines and SOPs, delivering training and other professional development activities.

Q: Do I need to acquire points in each of the 3 recertification categories?

A: Yes, the total number of points must come from a combination of maintaining core knowledge/skills, professional development, and continuing satisfactory work. It is recognized that biosafety professional activities are not the same everywhere and the points process within each category has been designed to accommodate differing and diverse work activities.

Q: I am not a full-time biosafety officer. What counts towards enough points in Category 3 related to work experience?

A. Engaging in any kind of professional practice related to the certification technical discipline for which you are applying will count towards your recertification. Examples may include contributing to institutional SOPs, implementing biosafety best practices while working with infectious materials, or participating on a laboratory inspection team. In cases where applicants are concerned they are short on points for work experience, they may be able to assign some of their Category 2 professional work activities such as teaching or delivering a presentation to this category instead.

Q: When can I expect to hear back about my recertification application?

A: Each application is carefully reviewed by the IFBA's Recertification Committee. An official notification will be sent out to the applicant with the results of the review. In some cases, additional supporting documentation may be required before a decision is made.

Q: I already paid my Professional Certification fee; why do I have to pay a fee for recertification?

A: The IFBA's Certification Body implements a fee structure to make all of the certification program's activities cost neutral. Fees for recertification are based on the costs to the organization to administer the program. The recertification fee is \$150.00USD, however, applicants who currently reside and have responsibility for biorisk management in eligible countries, will receive a discounted fee pricing of \$75.00USD. Recertification application fees are non-refundable, regardless of the outcome.

Do's

Do contact the IFBA Secretariat at secretariat@internationalbiosafety.org with any questions. We want to help you succeed!

Do submit your application using the [specific form](#) for each certification technical discipline.

Do keep a personal spreadsheet of all your activities eligible for recertification to avoid losing track. Alternatively, you may use the application form itself to help you keep track of the activities as you earn them over the 5 year period.

Do organize your submission and supporting documentation into folders identified by each Category and listing each activity on the application form in the same order as the documents appear in the folders. To speed up your review process, be sure to list the activity within its appropriate category as indicated on the form.

Do remember to submit a job description or letter from your institution detailing your professional practice related to the technical discipline of the certification.

Don'ts

Don't wait until the last minute to submit your application as they are processed in the order in which they are received. Incomplete applications with missing information will be put on hold and not processed until all information is received.

Don't submit your application without appropriate supporting evidence for each activity listed on the form. Examples of acceptable documentation are listed for each line item and should be limited to satisfying the evidence needed.

Don't include extra activities and supporting documentation not required for your points towards recertification. This will slow the review process and may lead to the need to resubmit your application.