

**CABP**

**AABB | Certified Advanced  
Biotherapies Professional**

# Certification Handbook





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# Introduction

The Association for the Advancement of Blood & Biotherapies (AABB) is an international, not-for-profit Association representing individuals and institutions involved in the fields of transfusion medicine and biotherapies. The Association is committed to improving health through the development and delivery of standards, accreditation and educational programs that focus on optimizing patient and donor care and safety. AABB membership includes physicians, nurses, scientists, researchers, administrators, medical technologists, and other health care providers. AABB members and accredited institutions are located in more than 80 countries.

This Handbook outlines the policies and procedures that govern the preparation for and maintenance of the AABB Certified Advanced Biotherapies Professional (CABP) credential. It is not intended to be used as a study tool for the examination. The purpose of this Handbook is to provide the candidate with information on eligibility criteria, the application process, content areas to be tested, the format of the test, the scoring process and so forth. AABB encourages candidates to read the entire Handbook in preparation for the examination.

***Thank you for your interest in the CABP credential.***

#### The AABB CABP credential is designed to:

- Advance safety and quality practice
- Establish minimum standards of competence
- Identify qualified and competent professionals for employers
- Provide a recognition opportunity for professionals

#### Intended Audiences for the Certification:

The target population is made up of experienced professionals working in advanced biotherapies in the roles of:

- Researchers
- Medical directors
- Quality specialists
- Regulatory specialists
- Laboratorians
- Nurses
- Pharmacists
- Fellows

#### Domains Covered by the Exam:

1. Biotherapies in the Patient Care Ecosystem
2. Biotherapies Science and Ethics
3. Operations and Equipment
4. Biotherapies Development Lifecycle
5. Manufacturing
6. Quality Systems
7. The Regulatory Environment

See the CABP Exam Syllabus at [aabb.org/cabp](https://aabb.org/cabp) for detailed information on each domain and to support exam preparation. The syllabus contains the exam blueprint, a suggested reading list, domain weighting and several sample exam questions.

#### About the CABP Certification Commission

The CABP Commission (Commission) provides oversight and governance for the AABB certification program; this includes making decisions about candidate eligibility, overseeing the due process for CABP Code of Conduct violations and establishing policies related to the certification program.

The Commission does not develop, approve, recommend, or endorse certificate programs, courses of study, education or training leading to certification. While AABB offers education and training, neither the Commission nor AABB policies require that candidates for CABP certification complete education or training programs offered by AABB.

#### Contact/Support Information

AABB serves as the certifying body for the AABB Certified Advanced Biotherapies Professional program. To learn more about AABB, the value of CABP certification, the requirements to earn and maintain certification, or to file a complaint or appeal, visit [aabb.org/cabp](https://aabb.org/cabp) or contact [certification@aabb.org](mailto:certification@aabb.org). Most questions can be answered by AABB; however, technical support questions should be directed to:

- Prolydian (application process, taking the exam) at [support+AABB@prolydian.com](mailto:support+AABB@prolydian.com)
- ProctorU (issues connecting to proctor) at [support@proctoru.com](mailto:support@proctoru.com) or 1-855-772-8678

AABB has partnered with Prolydian to support the CABP certification process through its online candidate management platform. Many technical questions can be answered by visiting <https://www.prolydian.com/test-taker-fags>. Here, candidates will find information and videos on remote-proctored exams, technical requirements, an overview of the exam-day experience and more.

# Applying for Certification

## Eligibility Requirements

Participation in the AABB Certified Advanced Biotherapies Professional credentialing program is voluntary and open to anyone meeting candidacy requirements at the time of application.

Applicants are required to have a combination of post-secondary education from a degree-granting institution of higher education and experience in the biotherapies field. Qualifying experience is defined as direct performance of duties in the biotherapies field, excluding experience gained as part of educational requirements. Certification in an allied field reduces the experience requirement by one year. Although candidates are encouraged to report as many certifications as are held, the experience requirement can only be reduced by one year, regardless of the number of certifications. Certification(s) must be active and in good standing.

Please reference the chart below for requirements. Candidates will be asked to provide evidence of these requirements in the application process.

INITIAL QUALIFICATIONS	2-YEAR DEGREE	4-YEAR DEGREE	MASTER'S DEGREE	DOCTORAL DEGREE
<b>Education*</b>	x	x	x	x
<b>Required work experience, consisting of direct performance of duties within biotherapies</b> (e.g., lab, clinic, QA, regulatory)	5 years	3 years	2 years	1 year
<b>Additional certifications**</b> (e.g., CQA, OCN, QIA, SBB)	May substitute for one (1) year of required work experience			
<b>Code of Conduct</b>	x	x	x	x
<b>Passing exam grade</b>	x	x	x	x

RENEWAL	
<b>Renewal of Certification</b>	3 years
<b>Continuing Education</b> CEU credit hours over 3-year period	Minimum of 36 credits
<b>Code of Conduct</b>	Reaffirmation to the commitment to the CABP Code of Conduct
<b>Exclusion</b>	A lapse greater than 1 year requires re-examination
<small>* Examples of acceptable education: MD, DO, PhD, or other doctoral degree or equivalent; or MA, MS, MPH, or other master's degree or equivalent; or BS, BA, or other four-year undergraduate degree or equivalent; or AA, AS, AAS, or other two-year undergraduate degree or equivalent.            ** Examples of acceptable certifications: ASCP (e.g., SBB, BB, MLS), ASQ (CQA, CMQ/OM, CQE, etc.), OCN, QIA, RAC.</small>	

If you would like AABB to consider experience, education, and/or certifications that are not included above, please email [certification@aabb.org](mailto:certification@aabb.org) **before** you submit your application. Please allow up to ten (10) business days for review and response to your inquiry. You will have the opportunity to complete the application and save it before submitting. The application review fee is non-refundable.

## Fee Schedule

### CERTIFICATION FEE:

**AABB INDIVIDUAL MEMBER: \$395**

**NONMEMBER: \$495**

A \$150 application review fee is included in the certification fee. The application review fee is non-refundable, regardless of whether or not the application is accepted or denied. Applicants that are not AABB individual members at the time of submission will be required to pay the non-member rate. Non-members may become individual members by visiting [aabb.org/join](http://aabb.org/join) to save \$100 on the certification fee, along with enjoying other valuable benefits.

### LATE RESCHEDULE/NO SHOW FEE: \$150

A candidate may reschedule without incurring a fee up to 4 hours prior to the scheduled exam. Candidates who attempt to reschedule within 4 hours of the scheduled exam will not be permitted to do so and must either test or will be marked as a no-show. Candidates who do not show for their scheduled exam will be charged a \$150 rescheduling fee. If a candidate needs to cancel an exam, please refer to the [Cancellation Policy](#) below.

### RETEST FEE: \$150

The retest fee is only applicable to candidates who have previously taken the AABB Certified Advanced Biotherapies Professional exam but did not receive a passing score. Candidates must wait a minimum of thirty (30) calendar days from the date of non-passing score notification to retake the exam.

### RECERTIFICATION FEE:

**AABB INDIVIDUAL MEMBER: \$175**

**NONMEMBER: \$225**

CABPs must meet the recertification requirements and submit a recertification application with applicable fees before their certification expires (three [3] years from the initial awarding of the certification or recertification terms thereafter). Failure to take these steps will result in an expired certification status. During the first year following expiration, individuals may pay a lapsed certification fee of \$125 (in addition to the recertification fee) to access the recertification application. Upon approval of recertification during a lapsed period, such recertification is active for the standard three-year term, beginning upon expiration of the last active certification term. Continuing education credits must have been earned during the then current three (3)-year certification term. Credits earned during the lapsed period would apply to the next three (3)-year recertification term. After a certification has been

expired for more than one year, the lapsed certificant must reapply for certification and retake the examination.

Fees are non-transferrable from one candidate to another. Once an application is submitted, the application cannot be changed.

### Making Payment

Payments are made online by credit card at the time of the initial application and recertification application. Visa, Mastercard, American Express, and Discover are accepted. Purchase orders are not permitted. AABB does not offer group applications.

## Submitting the Application

Applicants for the AABB Certified Advanced Biotherapies Professional credential are required to complete and submit the online application through AABB's [certification management platform](#). If a candidate does not already have a profile in the system, the candidate will be prompted to create one. Applicants with a disability, or those who require assistance in completing the application, should contact AABB at [certification@aabb.org](mailto:certification@aabb.org).

Candidates must complete the application in full, using their name exactly as it appears on a current, approved government-issued photo ID. Approved government-issued photo identification includes:

- Government-issued Driver's License
- Passport
- Government- or Military-issued Identification Card (must include photo)

Applicants will have the opportunity to save their application and resume at a later date. Once applicants click the SUBMIT button, the application will be sent to AABB for review and no changes can be made.

AABB will review the application and provide a notice of application status within ten (10) business days. If approved, candidates will receive a verification email with instructions on how to schedule their examination. If an application is denied, the candidate will receive notification of next steps. The application review fee of \$150 is non-refundable. If a candidate has not received a confirmation email within ten (10) business days following the online application submission, the candidate should contact AABB at [certification@aabb.org](mailto:certification@aabb.org) to confirm the status of the application.

## Application and Testing Deadlines

The certification exam is available on a rolling basis. As the examination is offered year-round, there will be no deadlines for applications. However, candidates are strongly encouraged to take the examination within six (6) months of their application being approved.

## Scheduling an Examination

After application approval, candidates should follow the instructions in the examination scheduling email to schedule the examination. Once the examination has been scheduled, candidates will receive a confirmation email listing the date and time of the examination. The email will also contain instructions on how to prepare for a live, remote-proctored exam. If a candidate does not receive the examination confirmation email, the candidate should check his/her “junk” or “spam” email folders before contacting AABB.

## Testing Accommodations for Candidates with Disabilities

AABB complies with the Americans with Disabilities Act (ADA) and strives to ensure that no individual with a documented disability is deprived of the opportunity to take the certification exam solely by reason of that disability, provided that reasonable accommodations can be made. Applicants requesting accommodation must notify AABB prior to scheduling the exam. Please see the [Policies](#) section for more information.

## Rescheduling

Candidates may reschedule the exam, provided that it is done at least 4 hours in advance of the scheduled test time and within the allowed one-year period from application approval. If, however, the candidate misses the exam appointment, exceeds the allotted break time, shows up late or provides inadequate identification at the exam appointment, the candidate will not be permitted to schedule a new exam appointment without incurring an additional testing fee of \$150 (see [Late Reschedule/No Show fee](#)). Specific instructions for rescheduling will be included in the exam scheduling confirmation email.

## Cancellation Policy

If a candidate cannot move forward with certification, the candidate should contact [certification@aabb.org](mailto:certification@aabb.org). Upon review and approval of the cancellation request at AABB’s sole discretion, the full certification fee will be refunded, minus the non-refundable \$150 Application Review Fee. In addition, a late reschedule/no show fee will apply if an exam appointment was missed.

Please note that exam appointment cancellations are not permitted within 4 hours of the scheduled exam.



# Preparing to Take the Examination

## Examination Content Outline

The AABB Certified Advanced Biotherapies Professional exam is online, computer-based and composed of approximately 167 multiple-choice questions (152 scored items and 15 unscored items for psychometric data collection) administered in one session, with an optional single break (see [Break Rules During Exam](#) for more information). Unscored items will be distributed throughout the exam and will not appear distinct from scored items. The only distinction is that unscored items do not contribute to a candidate's score.

Candidates have up to four (4) hours to complete the exam. Review of the exam instructions and security checks with the proctor are not included as part of the four (4) hours. Any exam questions left unanswered at the end of the allotted time will be counted as incorrect.

Exam content covers seven (7) domains:

- Biotherapies in the Patient Care Ecosystem
- Biotherapies Science and Ethics
- Operations and Equipment
- Biotherapies Development Lifecycle
- Manufacturing
- Quality Systems
- The Regulatory Environment

Candidates are encouraged to develop a study plan based on review of the Exam Syllabus, which includes the exam blueprint, sample questions, and references.

Certifications offered by AABB are developed using nationally recognized industry standards. The AABB Certified Advanced Biotherapies Professional examination conforms to a content outline based on a job task analysis of professionals working in the biotherapies field.

The Commission and AABB staff work in partnership with testing specialists to ensure the examination is developed and maintained in a manner consistent with generally accepted principles for professional certification programs.

The exam is offered in English only.

## Impartiality Related to Education and Training Leading to Certification

The CABP Commission does not require, provide, approve, accredit, recommend or endorse any specific educational programs, courses, study guides, review materials or other examination preparation products.

## Before the Exam

Prior to beginning the exam, candidates must install the Guardian Browser from ProctorU (AABB's remote-proctor exam partner). To do so, navigate to <https://guardian.meazurelearning.com/> and download the correct version of the Guardian Browser based on the operating system of the computer with which you will be testing.

## Technical Requirements

Candidates must be sure that the computer and the location where they intend to take the examination meet the requirements specified in the confirmation email **BEFORE** examination day. If they do not meet the requirements, the candidate will not be able to complete the test and will be charged the [late reschedule/no show fee](#) of \$150 before they are allowed to reschedule the exam. Additional instructions will be provided to candidates in their examination confirmation email.

Technical requirements include:

- Operating System: macOS X 10.13 or higher, Windows 10 or higher. ProctorU does not support Linux or Chrome OS
- Web Camera: Minimum- 640×480 resolution, Recommended- 1280×720 resolution
- Internet Download Speed: A required upload and download speed of 2Mbps, with 10Mbps preferred
- RAM: Minimum – 2GB, Recommended- 4GB
- A Functioning Microphone: Webcams with built in microphones and stand alone microphones supported
- Not Supported:
  - Tablets (iPad, Galaxy Tab, Galaxy Note, etc.)
  - Mobile (Android, iOS)

- ARM CPU Architecture
- Chromebooks

Screen sharing must be enabled for **Mac Users**. To enable screen sharing:

1. Open System Preferences by clicking the **Apple Icon** and selecting **System Preferences**.
2. Click the **Security and Privacy** icon.
3. On the left, scroll down and click **Screen Recording**.
4. Click the checkbox next to the browser you're using – either **Chrome** or **Firefox** should be in the list. Note: you may have to click the lock in the lower-left in order to check the box.
5. When prompted, click Quit Now. The change will not take effect and you will not be able to share your screen until you quit and restart your browser.

For additional information on ProctorU's full requirements list, please visit

<https://support.proctoru.com/hc/en-us/articles/115011772748-Equipment-Requirements>.

### Power Failure or Loss of Internet

Computer-based tests are delivered via secure internet connections, which are subject to the stability of local Internet providers. While it is not the norm, internet connections may occasionally be lost momentarily, requiring the proctor to log the candidate back into the exam. If a candidate loses their internet connection, the candidate should contact ProctorU support at 1-855-772-8678 as soon as possible. ProctorU support will assist the candidate in re-accessing the exam. Upon logging back into the exam, the candidate will resume at the most recently seen question prior to the disconnection. The exam time remaining will be the same as it was when the internet connection was lost.

### On Exam Day

Log in at least one (1) minute prior to the exam start time to perform the secure verification process. The "Launch exam" button referenced below will be enabled one (1) minute prior to the session start time and up to fifteen (15) minutes after.

If you log in prior to one (1) minute before the appointment, you must refresh or re-access the "My exams" page to access the "Launch Exam" button.

To access the exam:

1. Log into the AABB Certification Portal at [aabb.prolydian.com](http://aabb.prolydian.com).
2. Click the "Launch exam" button from your Prolydian "My Exams" page.
3. Click "Start Session".
4. Download the Guardian Browser, if you don't already have it.
5. Follow the on-screen instructions to share your screen and check your equipment.
6. Follow the identity verification instructions.
7. Install a LogMeIn Rescue applet file (provided by ProctorU during testing) that will bring up a chat box allowing you to connect with your proctor. The proctor will perform a system check and camera pan of your workspace and will give you directions on how to begin your exam.

For more information and to [view a tutorial on what to expect](#), please visit the ProctorU website and view the video, "Candidates Testing for Certification or Professional Testing Organizations."

### Identification Requirements

Candidates are required to present a valid (non-expired), government-issued photo identification to the proctor to gain access to the exam. Acceptable forms of identification (photograph required) include:

- Government-issued driver's license
- Passport
- Government- or military-issued identification card (must include photo)

The name and photo on the identification presented must match the examinee as identified at the time of the examination. Candidates who are not able to provide proper identification will not be permitted to test and will be charged the late reschedule/no show fee of \$150 before being allowed to reschedule the exam.

### Candidate Statement of Understanding

Before beginning the examination, each candidate will be presented with the Candidate Statement of Understanding. Candidates will not be able to begin the examination without reading and agreeing to the following statements:

1. I agree that all information provided in my application is complete and accurate.
2. I agree to comply with all policies and provisions of the certification program including the AABB

Certified Advanced Biotherapies Professional Code of Conduct.

3. I agree to provide any information needed to determine my eligibility for initial and/or continued certification and to cooperate fully with any disciplinary investigations.
4. I agree to make claims regarding certification only with respect to the scope for which certification has been granted. I further agree not to misuse the credential, certification mark, and/or certificate, or to use them in a misleading manner.
5. I agree to immediately discontinue all claims to certification, discontinue use of the credential/certification mark, and destroy any certificates issued if certification is suspended, revoked or expired.
6. I agree that the AABB Certified Advanced Biotherapies Professional examination is confidential and that the examination questions are the intellectual property of AABB. I further agree that unauthorized disclosure of the examination questions is prohibited under copyright laws. Any such disclosure will be punishable to the extent of the law and could result in removal of certification.
7. I agree to not copy, release, share or otherwise disclose confidential examination materials or participate in fraudulent test-taking practices.
8. I agree to comply with all rules of the AABB Certified Advanced Biotherapies Professional exam.
9. I understand that:
  - a. Candidates will be observed by a proctor through a webcam at all times while they are taking the AABB Certified Advanced Biotherapies Professional examination. Proctors may not necessarily inform candidates of their observations, but they are required to report behavior that may violate the terms and regulations of AABB or other forms of irregular behavior.
  - b. Any cheating and/or breach of confidentiality/security or any attempt to subvert the examination process by any candidate violates the purpose and principles of the examination. Any candidate who carries out, takes part in or witnesses such behavior, must report it to the proctor and/or AABB as soon as possible.

- c. AABB reserves the right to cancel or withhold any examination results when, in the sole opinion of AABB, a testing irregularity occurs; cheating has occurred or is suspected; there is an apparent discrepancy in, or falsification of, a candidate's identification; a candidate engages in misconduct or plagiarism; when aberrancies in performance are detected for which there is no reasonable and satisfactory explanation; or the results are believed to be invalid for any other reason.
- d. Conduct occurring before, during or after testing that violates principles detailed in this Statement of Understanding may result in invalidation of examination results and/or other penalties and will be reported to AABB.

## Remote-Proctored Exam Rules

To provide a fair and consistent environment for all candidates, exams are delivered using standardized procedures following strict security protocols. Candidates are required to follow all testing rules at all times. Failure to follow these rules may result in termination of a candidate's testing session, invalidation of the candidate's exam score and/or other disciplinary action. To ensure the security of the AABB Certified Advanced Biotherapies Professional examination, the following rules will apply:

- Candidates arriving more than twenty (20) minutes late to their scheduled exam will be required to reschedule the examination and will incur the late reschedule/no show fee of \$150 before being able to reschedule the exam.
- Candidates will be permitted a beverage in a clear, spill-proof container.
- A virtual exam calculator will be provided and accessible through the exam platform. Use of personal calculators are not permitted.
- No other individuals are permitted in the testing location with the candidate.
- No watches, cell phones or other electronic devices are permitted. A cell phone (or mirror) is permitted initially to complete a monitor scan.
- No resources, notes, books or references of any type are allowed.
- No dual monitors are allowed.
- Exam room lighting should be adequate for the proctor to view the candidate and surrounding area.

- The candidate must remain in view of the proctor, except during the optional break.
- Reading out loud or attempting to capture exam content (e.g., taking photos, copying questions, etc.) is prohibited.
- Attempts to remotely control the computer, resize browsers or take screenshots are prohibited.

The only materials candidates should have within reach as they check in are their ID and mirror or cell phone (to show their monitor). These must be placed out of reach once the check-in process is over. A beverage as described above may be kept on the desk.

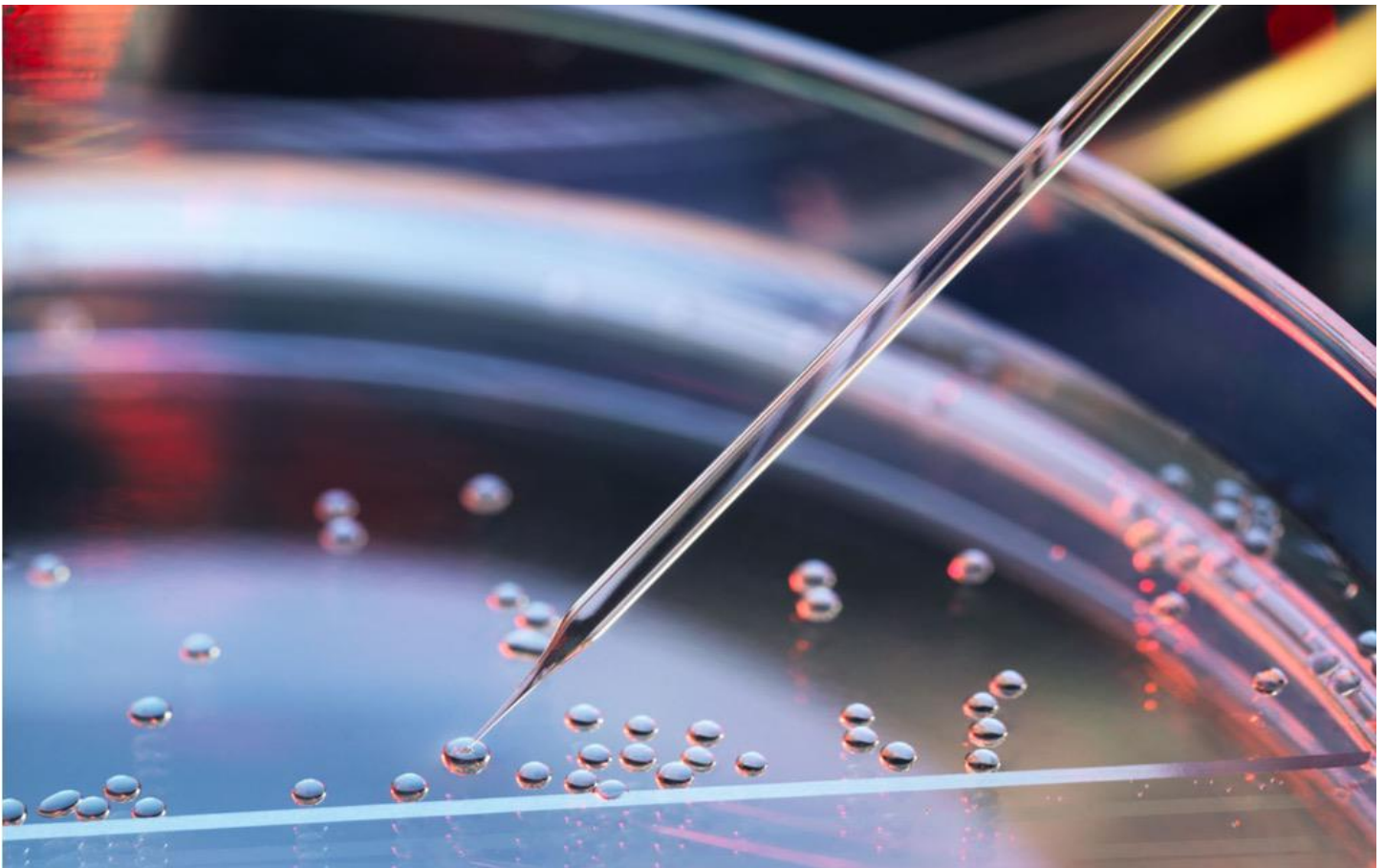
### Break During Exam

One optional break is permitted during the exam for a maximum of fifteen (15) minutes. The exam timer will NOT be paused during the break. All exam questions presented prior to the break (whether answered or

skipped for later review), including the question on the screen, will no longer be accessible. The proctor will require security validation checks after the break has concluded. If the break exceeds the allotted fifteen (15) minutes, the exam will be stopped and the candidate will be required to re-register for a new exam session and pay the rescheduling fee.

### Violating Rules and Dismissal

Any candidate who is observed engaging in misconduct will be subject to dismissal from the examination, may be barred from future examinations (for a period ranging from one year to permanent dismissal), and may be required to forfeit their current examination fee and/or period of eligibility. Proctors are authorized to take immediate, appropriate measures against candidates who appear to have violated testing rules. The candidate is entitled to appeal the dismissal determination.





# After the Examination

Once a candidate has completed and submitted the exam, a score report will be sent to the email address on file for the candidate within 72 hours. For security reasons, results will not be provided over the phone or sent by fax.

The Individual score reports will contain an indication of “pass” or “fail” for the overall examination, based on the passing standard set by the CABP Commission. Additionally, for candidates who do not pass the exam, the score report will contain feedback identifying performance in each of the seven (7) content domains, to provide insight for the candidate and/or to inform a study plan for future testing.

## Retesting

Candidates who fail the exam must wait thirty (30) calendar days from the date of non-passing score notification before retaking the exam. A retest fee must be submitted during the rescheduling process. It is encouraged to take time after any failed exam attempt to develop a study plan before retesting.

The CABP exam must be successfully completed within one (1) year of approval of the candidate’s application. Otherwise, the candidate must reapply (the application fee would be required).

## Appeals

All candidates have the right to file an appeal of an adverse decision resulting in a denial of certification or recertification based on a failure to satisfy application

requirements or failure of the certification examination caused by conditions beyond the candidate’s control. See the [Appeals](#) policy in this Certification Handbook.

## Certification Certificate

A certificate will be available for download for candidates that are successful in passing the AABB Certified Advanced Biotherapies Professional examination. Candidates should log in to [aabb.prolydian.com](http://aabb.prolydian.com) and click on the “My Certifications” tab in the “Credentials” section to view and download the certificate. Successful candidates will also receive information via email on maintaining certified status.

The certification certificate, associated badge, and post-nominal letters may only be displayed during the time period for which the certification is valid.

# Maintaining Certification

Those holding an AABB Certified Advanced Biotherapies Professional (CABP) credential demonstrate their commitment to staying abreast of best practices by ensuring their knowledge and competence in biotherapies remain current via recertification.

## Recertification Process

Holders of the AABB Certified Advanced Biotherapies Professional credential must recertify every three years to maintain active certification status. Recertification requires:

- Continued agreement and compliance with the AABB Certified Advanced Biotherapies Professional Code of Conduct.
- Evidence of thirty-six (36) credits/contact hours of continuing education during the preceding three-year certification period. Acceptable continuing education must cover CABP exam domains.

- Payment of recertification fee of \$175 for AABB individual members and \$225 for non-members. All continuing education activities must take place between the date of certification and the time of recertification application to be eligible for credit.

## Verifying Certification Status

An online listing of AABB Certified Advanced Biotherapies Professionals is available and updated regularly. All certified individuals will be listed in the registry (first name, last name, certification number, city, state/province, country).



# Policies

## Contact Information Changes

The AABB Certification Portal is the primary method used for communication regarding exam confirmations, exam results and recertification. Candidates and certificants have 24/7 access to profile details and are responsible for ensuring contact information in their profile is kept up to date. This information will be handled according to AABB's Confidentiality and Privacy of Information Policy ([see below](#)). The AABB Certification portal can be accessed at [aabb.prolydian.com](http://aabb.prolydian.com).

## Nondiscrimination

AABB does not and shall not discriminate on the basis of age, gender, gender identity, gender expression, ethnic origin, color, religion, race, disability, pregnancy, childbirth or related medical conditions, marital status, sexual orientation or military status in any of its activities or operations. These include, but are not limited to, approval of certification/recertification applicants, staff decisions (including but not limited to hiring, discipline, promotion and termination), selection of volunteers and vendors and provision of services. AABB is committed to providing an inclusive and welcoming environment for certification candidates, certificants, volunteers, staff members, clients, subcontractors, vendors and clients.

## Statement of Impartiality and Fairness

AABB's leadership and staff, the CABP Commission, and the Appeals Review Panel, endorse the principles of impartiality and fairness and commit to

1. implementing policies and procedures impartially and fairly,
2. not restricting certification based on undue financial or other limiting conditions, and
3. not allowing commercial, financial, or other pressures to compromise impartiality in certification activities.

## Confidentiality and Privacy of Information

AABB shall hold in confidence, and in a secure manner, the information obtained during the certification process at all levels of the organization, including the activities of all personnel (paid, contracted, or volunteer) acting on its behalf. Except as required in this Handbook, information about a particular individual is considered confidential

and shall not be disclosed to a third party by AABB staff, volunteers or contractors without prior written consent of the individual.

## Testing Accommodations for Candidates with Disabilities

AABB complies with the Americans with Disabilities Act (ADA) and is committed to providing necessary testing accommodations for examinees with documented disabilities, consistent with the requirements of the law. Accommodations may also be approved for examinees with documented qualifying medical conditions that may be temporary or are not otherwise covered by the ADA, such as pregnancy or a temporary impairment following surgery, including conditions that require the use of medical devices or medication during the examination. AABB will also provide testing accommodations for candidates testing in other jurisdictions, to the extent required by applicable laws.

**The decision as to whether a medical condition that is not covered by the ADA is a “qualifying medical condition” for purposes of the AABB Certified Advanced Biotherapies Professional exam accommodation is at the sole discretion of AABB.**

Accommodations are provided on an individual basis and depend on the nature of the disability or medical condition and documentation provided. AABB will make reasonable efforts to provide the requested accommodations to applicants and examinees provided the functional impairment has been demonstrated through adequate documentation, and the accommodations do not fundamentally alter the measurement of the skills or knowledge the examination is intended to test, do not jeopardize examination integrity and security, are compatible with the nature and purpose of the examination or assessment program, and do not result in an undue burden to AABB. Accommodations cannot be made to the actual content of the examination. A range of available accommodations are considered to assist examinees with disabilities or qualifying medical conditions.

## Examination Accommodations

AABB Certified Advanced Biotherapies Professional examination applicants may request accommodations by completing and submitting the accommodation application (access will be granted to the accommodation application after review of the accommodation request section on the CABP application form). Candidates will be required to provide requisite documentation to support the request. In order to fulfill any accommodations, AABB requires at least thirty (30) days between the approved accommodation and the testing date. If a candidate who requests an accommodation is not contacted within ten (10) business days of the accommodations application submission, please contact [certification@aabb.org](mailto:certification@aabb.org). All requests for examination accommodations are confidential, and documentation submitted in support of the request is used solely for the purpose of evaluating the request. Failure to provide AABB with adequate supporting documentation in a timely manner will cause a delay in the review process and the applicant's ability to schedule and take the examination.

An applicant may request more than one accommodation; however, supporting documentation is required for each requested accommodation.

Examinees cannot schedule their AABB Certified Advanced Biotherapies Professional examination, nor can the examination be administered, until the process described above has been completed.

## Common Accommodations

AABB will fulfill the accommodations based on the requests and required documentation received. Common accommodations include extended time for testing (1.5 time or double time), frequent or additional breaks, access to auxiliary items (food, medication or medical devices) or provision of a reader and/or scribe. Candidates will not be charged any additional fees for approved accommodations.

## Required Supporting Documentation

Adequate supporting documentation from a qualified medical professional certifying the applicant's disability or qualifying medical condition, with specific identification of the requested accommodation and the medical basis for the request, must be submitted to AABB, either directly from the medical professional or by the applicant. AABB reserves the right to verify the authenticity of any submissions sent by the applicant. A qualified medical professional is someone with the

credentials, training and expertise to diagnose the reported disability or qualifying medical condition. The primary relationship of the attesting qualified professional to the individual must be that of a treating medical professional to a patient; there must be no familial, intimate, supervisory or other close relationship between the qualified professional and the individual requesting the accommodation(s).

The documentation must:

1. Be on the qualified medical professional's letterhead, typed in English, and must include the qualified professional's name, title, professional credentials, address, telephone number and email.
2. Include the name of the specific disability or medical condition with requested accommodation(s).
3. Be signed and dated by the qualified professional.

AABB reserves the right to request further verification, if necessary, of the qualified professional's credentials and expertise relevant to the diagnosis, to verify the authenticity of the supporting documentation, and to seek clarification of the information provided by the qualified professional.

## Review of Requested Accommodations

AABB will consider requests for examination accommodations following receipt of an examination application and all required documentation in support of the accommodation(s) request. The applicant will be sent an email notification of AABB's decision regarding the requested accommodation(s).

## Ownership and Use of the AABB Certified Advanced Biotherapies Professional Marks

The AABB Certified Advanced Biotherapies Professional marks and logos are the sole property of AABB. Permission to use the certification mark or logo is granted to currently certified persons at the discretion of AABB for permissible uses only.

## Persons Authorized to Use the Marks

Use of any AABB certification mark, badge, or logo is limited to those persons who have been granted the certification by AABB and who satisfy all maintenance and recertification requirements established by AABB. Use of the badge and logo by individuals who have not been granted and maintained the certification is expressly prohibited and such individuals are subject to legal liability for their actions.



## Non-Assignability and Non-Transferability

Permission to use the certification badge and logo is limited to the certified person and shall not be transferred to, assigned to, or otherwise used by any other individual, organization or entity.

## Mark and Logo Use

CABPs who have been granted permission to use the certification badge and logo shall do so pursuant to the rules and guidelines established by AABB. CABPs granted permission to use the certification badge and logo must familiarize themselves with the established rules and guidelines for use and must execute approved agreements setting forth such rules and guidelines for use.

The AABB Certification in Advanced Biotherapies marks and logos may not be revised or altered in any way. They must be displayed in the same form as produced by AABB, and they cannot be reproduced or recreated.



The post-nominal letters, “CABP,” may be used on materials, such as business cards, stationery, letterhead and similar documents on which the name of the individual certified is prominently displayed to promote themselves personally as an individual certified in the biotherapies profession.

The mark or logo may not be used in any manner that could bring AABB into disrepute or in any way considered misleading or unauthorized. The mark or logo may not be used in any manner that would tend to imply a connection between any business and the certification which, in fact, may not exist. This includes any use of the mark or logo that the public might construe as an endorsement, approval or sponsorship by AABB of a certificate holder’s business or any product or service thereof.

## Suspension or Revocation of Permission to Use Mark or Logo

AABB retains the right, at its sole discretion, to suspend or revoke any person’s or entity’s permission to use its certification mark or logo. In most circumstances, when AABB is informed about misuse of a trademark, the certification mark or logo, AABB will provide the person or entity with notice of the misuse and a reasonable opportunity to comply with AABB’s rules and guidelines. However, AABB retains the right to suspend or revoke privileges without notice and an opportunity to correct, particularly when the violation is of a gross nature and more immediate action is necessary to stop misuse.

Actions by AABB to suspend or revoke use of the certification mark(s) shall be communicated in writing to the person whose privileges are being suspended or revoked and to all other persons affected by the decision. AABB may also publicize its actions on its website and/or any other of its publications. Should any person continue use of AABB’s certification marks or logos after notice of suspension or revocation, AABB may seek all available equitable and/or legal remedies.

## Proper Use of the Credential

After meeting all eligibility requirements and passing the examination, individuals may use their credential in all correspondence, on resumes/CVs, and promotional materials, such as stationery, websites, business cards, etc. The mark or logo may be used only with the name of the individual certified. Please see the examples below.

### EXAMPLES OF CORRECT USE:

Alara Tembe is a Certified Advanced Biotherapies Professional

Jing Xian, CABP

Three XYZ employees hold the AABB Certified Advanced Biotherapies Professional credential.

### EXAMPLE OF INCORRECT USE:

XYZ organization employs three Certified Advanced Biotherapies Professionals.

Individuals who have met the certification requirements are authorized to reference the certification according to the following guidelines:

- The credential may be used as CABP or Certified Advanced Biotherapies Professional.

- The credential is used after the certificant's name and following any academic degrees or licenses (e.g., Mary Smith, MD, CABP or John Smith, MBA, CABP)
- The credential must be clearly associated with the certified individual or be referenced in general terms.

## Program Complaints

Individuals with concerns regarding the certification program materials, personnel or activities are encouraged to discuss these with the individuals involved to try to resolve the matter informally. In some cases, however, informal resolution is not possible, and individuals may wish to file a formal complaint.

### Submission of Formal Program Complaints

A formal complaint shall be submitted electronically on the AABB Certification in Advanced Biotherapies Complaint Form (which can be found at [aabb.org/cabp](http://aabb.org/cabp)) within ninety (90) days of the incident's occurrence; complaints related to exam administration must be submitted within two weeks of the applicable exam administration. The submission will include sufficient objective evidence to substantiate the claim(s), the remedial action that the complainant is seeking, and appropriate action to be taken. Dissatisfaction must be related to the complainant; complaints brought on behalf of others or based on hearsay will not be considered. Anonymous complaints will also not be considered.

### Staff-Level Review

AABB staff or an assignee will serve as the first level of complaint consideration to determine validity. They will investigate the circumstances of any valid complaint and take one of the following actions:

- Determine and implement corrective action.
- Refer the complaint to a different suitable staff member to determine and implement corrective action.
- Escalate the complaint to the CABP Commission for review.

If the complaint is not immediately resolvable, written notice of progress (of a referral or escalation) will be provided to the complainant within ten (10) business days of complaint receipt.

In all cases, the AABB staff member(s) or assignee will communicate the proposed resolution to the complainant within a period of no longer than thirty (30) business days.

If for any reason the target deadlines in this policy are not able to be met, a progress notice will be sent to the complainant, outlining when the findings will be communicated.

### CABP Commission Review

If a complaint is found to warrant escalation, the CABP Commission Chair will be notified, and the complaint will be reviewed by the CABP Commission or its designees. A decision will be communicated to the complainant within a period of no longer than thirty (30) business days.

### Appeal of Complaint Determinations

The determination of AABB staff or the CABP Commission is appealable, and the [Appeal](#) policy will apply.

## Complaints Against Certificants

AABB Certified Advanced Biotherapies Professional certificants commit to adhering to the standards set out in the AABB Certified Advanced Biotherapies Professional Code of Conduct. AABB shall have a process for handling complaints against certificants in a constructive, impartial, fair and timely manner.

### Complaints

A complaint against a certificant must be submitted electronically on the AABB Certification in Advanced Biotherapies Complaint Form, which can be found at [aabb.org/cabp](http://aabb.org/cabp). A complaint must meet four criteria in order to receive consideration; specifically, a complaint must be:

- Specific to a section of the AABB Certified Advanced Biotherapies Professional Code of Conduct.
- In writing by the individual lodging the complaint. Anonymous complaints will not be considered.
- Supported by specific evidence.
- Made against a current candidate or holder of the AABB Certified Advanced Biotherapies Professional certification.

### Complaint Handling and Communications

The complaint and all related documentation will be handled in a confidential manner.

- The complaint form on the AABB website will include a statement that the complainant must agree to hold in strict confidence the filing of the complaint. They will not announce or promote in any manner, or use personal or institutional

communication vehicles, to announce filing of a complaint.

- If a preliminary investigation of the information/evidence reveals a valid complaint, the individual(s) named in the written complaint will be sent a “Notice of Complaint.” The CABP Commission will also request any additional information needed and designate a specific timeframe for providing such information. If this additional information is not received in a timely fashion, a decision shall be rendered based on the information initially provided.
- If it is determined that no further action is warranted, the complainant will be advised in writing of the outcome of the initial assessment. The target date for this communication is within thirty (30) business days after receipt of the complaint.
- If the initial investigation supports the complaint, an independent investigation will commence.
- The CABP Commission will issue a written report of its findings within sixty (60) business days of receiving all further requested supporting information.
- The final disposition will be communicated to the complainant. The target date for this communication is within ten (10) business days of the written report findings being completed by the Commission.
- If for any reason the target deadlines in this procedure are not able to be met, a progress notice will be sent to the complainant, outlining when the findings will be communicated.

### Potential Disciplinary Actions

If a complaint is found to have valid grounds, the CABP Commission may recommend one of the following disciplinary actions, depending on the severity of the infraction:

- **Warning.** A written warning could be issued that outlines the consequences if the situation occurs again, or if there is another violation.
- **Suspension.** Certification or eligibility to become certified could be suspended.
- **Revocation of Certification.** Certification could be revoked.

### Appeals of the CABP Commission’s Findings

The subject of the complaint may appeal the disciplinary actions. The Appeals policy will apply.

### Appeals

An appeal is a formal request for special consideration regarding a decision made by the CABP Commission or its designees related to an individual’s achievement or retention of a certification.

### Appeal Submission

An appeal must be submitted electronically on the AABB Certified Advanced Biotherapies Professional Appeal Form, which can be found at [aabb.org/cabp](http://aabb.org/cabp). The appeal must be submitted no later than thirty (30) days after notification by AABB of the adverse decision. All relevant supporting documentation must be included or referenced in the appeal submission.

### Appeal Review and Determination

An Appeals Review Panel, which is independent from the CABP Commission, will review all appeals. The review will occur within thirty (30) business days of receipt, and a response will be sent to the appellant via email. Members of the Appeals Review Panel will recuse themselves from the appeal consideration if there is any reason for which impartiality might reasonably be questioned or if there is an actual or apparent conflict of interest.

The Appeals Review Panel or its designee will review the appeal to determine whether the appeal submission requirements are met. If they are, the Appeals Review Panel or its designee will investigate and consider the appeal, including but not limited to the results of previous similar appeals, and make a determination on appeal action.

The response will be one of the following:

- **Appeal denied.** The response will be accompanied by an explanation for the denial and/or information on an alternate course of action where applicable. The denial will include information on the appellant’s further recourse if the appellant wishes to pursue the appeal.
- **Appeal approved.**
- **Appeal Delayed.** To provide time to gather further information.

Notification of Appeal Decision will be sent by email within fifteen (15) business days.

## Second Level Appeal Review and Determination

Appeals from decisions of the Appeals Review Panel must be sent via email to [certification@aabb.org](mailto:certification@aabb.org) for consideration no later than thirty (30) business days after the date of the Notification of Appeal Decision. The appeal will be considered no later than ninety (90) days after the appeal receipt.

Written notice of the second level appeal determination (appeal denied or appeal approved) or a progress notice (of appeal delayed) will be provided to the appellant

within thirty (30) business days of the determination. The second level appeal determination is final.

Certificants and candidates seeking qualification, certification, or recertification agree that these procedures constitute a fair process for resolving credentialing complaint or appeal matters; that they will be bound by decisions made pursuant to these policies and procedures; and that these policies and procedures are governed by the principles of the law of the State of Maryland.





AABB (Association for the Advancement of Blood & Biotherapies) is an international, not-for-profit organization representing individuals and institutions involved in the fields of transfusion medicine and biotherapies. The Association works collaboratively to advance the field through the development and delivery of standards, accreditation and education programs. AABB is dedicated to its mission of improving lives by making transfusion medicine and biotherapies safe, available and effective worldwide.



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