

APPENDIX 5.1.1.f.B

Assessor Continuing Education Program Covering a Biennial (24 month) Period

Category	Minimum CH* per Category	Distribution
Specific Training for Expertise (BBTS,HPC/Cord/Somatic, IRL, MT, Periop, RT)	10	15%
Quality Systems/Quality Audit- specific training	10	15%
Communication, facilitation, team building	5	10%
Assessments Performance (AABB or Internal) <i>(CAP inspections do not apply at this time)</i>	40	60%

* CH = Contact Hours

To ensure a cadre of knowledgeable, professional, and competent assessors representing the AABB Accreditation Program, participation in and documentation of a biennial continuing education (CE) program is required. Assessors must achieve the minimum contact hours with the noted distribution and maintain a file of the documents that support the contact hours reported. This supporting documentation is to be made available for review only when requested by AABB National Office. Pages 4 through 7 of this document are provided as a helpful log with which to manage earned contact hour information.

Within 1 month immediately following the data collection period defined in the assessor's respective schedule (A or B), assessors are to complete the *AABB Assessor Continuing Education Report* (Page 8) and submit to the Accreditation Department (Form may be emailed, accreditation@aabb.org, or faxed, 301-657-0957).

Schedule A

Assessors with **even** numbered membership IDs (i.e. 7444, 3452, 0012, etc.) shall follow schedule A for continuing education report submission. In short, you will always submit a report in November of an even calendar year.

Reporting period	Total months	Month report due
Nov 2006 – Oct 2008	24	Nov 2008
Nov 2008 – Oct 2010	24	Nov 2010
Nov 2010 – Oct 2012	24	Nov 2012

Schedule B

Assessors with **odd** numbered membership IDs (i.e. 7447, 3451, 0015, etc.) shall follow schedule B for continuing education report submission. In short, you will always submit a report in March of an odd calendar year.

Reporting period	Total months	Month report due
Mar 2007 – Feb 2009	24	Mar 2009
Mar 2009 – Feb 2011	24	Mar 2011
Mar 2011 – Feb 2013	24	Mar 2013

Note for New Assessors

New assessors shall queue into a reporting period based upon the date of your letter notifying you of your status change to an “Approved Assessor” [also known as an inception date]. Since your reporting period will cover less than 24 months, be sure to note your inception date on the report.

Process for Submission of Continuing Education Report to the Accreditation Department, AABB National Office

Action Step	Who	Documents
1. Define reporting process (report dates and period covered): <ul style="list-style-type: none"> Even Member ID# - see schedule A Odd Member ID# - see schedule B 	EAS/APC	Schedule A Schedule B
2. Maintain file of supporting evidence for continuing education contact hours achieved. Educational events must be relevant to the category for which they are claimed. Documents must be linked to one of the four continuing education areas defined. (See pages 4 – 7.)	Assessor	Examples of supporting evidence: <ul style="list-style-type: none"> certificate of attendance verifying session title, date, and hours event description (program) listing presentation title, date, and hours speaker agreement or copy of event program verifying session title, date, and role committee roster verifying name, year(s), and role certificate verifying initial certification, recertification, and dates
3. Record contact hours on <i>AABB Assessor Continuing Education Report Form</i> (page 8) in the areas for which continuing education was obtained.	Assessor	AABB Assessor Continuing Education Report form (page 8)
4. Submit, according to appropriate schedule, a biennial report to the Accreditation Department at the AABB National Office. (Assessors need only submit a completed <i>Continuing Education Report Form</i> (Page 8). Pages 4 – 7 are to aid in managing the supporting documentation that is being maintained by the assessor. This documentation is NOT to be submitted unless specifically requested by the accreditation department.)	Assessor	AABB Assessor Continuing Education Report form (page 8)
5. Review for completeness. Enter information into Assessor CE database.	Accreditation Dept.	Completed Assessor Continuing Education Report Form
6. Follow-up with assessors who have incomplete or delinquent reports.	Accreditation Dept.	
7. Periodically update EAS with Assessor CE report	Accreditation Dept	

Education Advisory Subcommittee (EAS)
Accreditation Program Committee (APC)

Assessor Specific Expertise (BBTS, HPC/Cord/Somatic, MT, IRL, RT, Periop)

	Contact hours	Example
Technical Workshops attended	60 minutes = 1 CH	Half day workshop of 2.5 hours = 2.5 CH
Talks/papers presented	30 minute presentation = 1 CH	45 minute presentation = 1.5 CH
Talks/presentations attended	30 minute presentation = .5 CH	45 minute presentation = .75 CH
Chapters/books authored/edited	Editor = 2 CH Author = 4 CH per chapter	Author of a chapter and editor of same publication = 6 CH
Service on relevant committee	Chair = 8 CH per year Member = 6 CH per year	Chair of Accreditation Program Committee = 8 CH per year
Audioconferences attended	60 minutes = 1 CH	Certificate documenting 1.5 hours presentation time = 1.5 CH
Audio/Video Tapes Reviewed	60 minutes = 1 CH	Certificate documenting 1.5 hours running time = 1.5 CH

- A category minimum of 10 CH, or 15% of total CH, may be claimed for assessor specific expertise (BBTS, HPC/Cord/Somatic, MT, IRL, RT, Periop) during any two-year continuing education period.
- Educational events must be relevant to the technical area of expertise noted by the assessor application/resume.
- Non-AABB-sponsored educational events are also acceptable.
- Documentation required (as applicable):
 - Certificate of attendance verifying title, date, and hours
 - Program listing assessor's presentation title, date, and hours
 - Contract or copy of cover jacket verifying title, date, and role
 - Committee roster verifying name, year, and role

	CH claimed
Title: _____ Date: _____ Role: _____	
Title: _____ Date: _____ Role: _____	
Title: _____ Date: _____ Role: _____	

Quality Systems/Quality Audit

	Contact hours	Example
Quality Workshops attended	60 minutes = 1 CH	Half day workshop of 2.5 hours = 2.5 CH
Talks/papers presented	30 minute presentation = 1 CH	45 minute presentation = 1.5 CH
Talks/presentations attended	30 minute presentation = .5 CH	45 minute presentation = .75 CH
Chapters/books authored/edited	Editor = 2 CH Author = 4 CH per chapter	Author of a chapter and editor of same publication = 6 CH
Service on relevant committee	Chair = 8 CH per year Member = 6 CH per year	Chair of Accreditation Program Committee = 8 CH per year
Attaining certification	8 CH per initial certification	Obtained CQA = 8 CH
Audioconferences attended	60 minutes = 1 CH	Certificate documenting 1.5 hours presentation time = 1.5 CH
Audio/Video Tapes Reviewed	60 minutes = 1 CH	Certificate documenting 1.5 hours running time = 1.5 CH

- A category minimum of 10 CH, or 15% of total CH, may be claimed for Quality Systems-Quality Auditing during any two-year continuing education period.
- Claimed educational events must be relevant to quality systems or quality auditing.
- Non-AABB-sponsored educational events are acceptable.
- Documentation required (as applicable):
 - Certificate of attendance verifying title, date, and hours
 - Program listing assessor's presentation title, date, and hours
 - Contract or copy of cover jacket verifying title, date, and role
 - Committee roster verifying name, year, and role
 - Certificate verifying initial certification, date, name

	CH claimed
Title: _____ Date: _____ Role: _____	
Title: _____ Date: _____ Role: _____	
Title: _____ Date: _____ Role: _____	

Communication, Facilitation, Team-Building

	Contact hours	Example
Workshops attended	60 minutes = 1 CH	Half day workshop of 2.5 hours = 2.5 CH
Talks/papers presented	30 minute presentation = 1 CH	45 minute presentation = 1.5 CH
Talks/presentations attended	30 minute presentation = .5 CH	45 minute presentation = .75 CH
Audioconferences attended	60 minutes = 1 CH	Certificate documenting 1.5 hours presentation time = 1.5 CH
Audio/Video Tapes Reviewed	60 minutes = 1 CH	Certificate documenting 1.5 hours running time = 1.5 CH

- A category minimum of 5 CH, or 10% of total CH, may be claimed for communication, facilitation, or team-building during any two-year continuing education period
- Focus of the listed educational events must be relevant to interpersonal skills.
- Educational events other than AABB-sponsored events are acceptable.
- Documentation required (as applicable):
 - Certificate of attendance verifying title, date, and hours
 - Program listing assessor's presentation title, date, and hours

	CH claimed
Title: _____ Date: _____ Role: _____	
Title: _____ Date: _____ Role: _____	
Title: _____ Date: _____ Role: _____	
Title: _____ Date: _____ Role: _____	
Title: _____ Date: _____ Role: _____	

Assessment Performance

	Contact hours	Example
AABB Accreditation Program	1 on-site day = 10 CH	2.5 day assessment = 25 CH
ARC QRA/QA audits	1 on-site day = 10 CH	4 day assessment = 40 CH
Formal internal audits	System audit = 4 CH Focused audit = 1 CH	Evaluation of number of redrows = 1 CH
Supplier audits	System audit = 4 CH Focused audit = 1 CH	Evaluation of supplier's quality system = 4 CH

- A category minimum of 40 CH, or 60% of total CH, may be claimed for assessment performance during any two-year continuing education period.
- Documentation required (as applicable):

	CH claimed
Facility: _____ Date(s): _____ Audit type: _____	
Facility: _____ Date(s): _____ Audit type: _____	
Facility: _____ Date(s): _____ Audit type: _____	
Facility: _____ Date(s): _____ Audit type: _____	
Facility: _____ Date(s): _____ Audit type: _____	
Facility: _____ Date(s): _____ Audit type: _____	
Facility: _____ Date(s): _____ Audit type: _____	

AABB Assessor Continuing Education Report

Assessor Name: _____

AABB Member ID #: _____ Schedule: A (even) B (odd)

Approved Assessor Expertise: _____ (DC, TS, HPC, Cord, etc)

I am fluent in the following foreign language(s): _____

Instructions:

1. Approved assessors are to participate in on-going continuing education which is specific for the discipline that they are approved to assess.
2. Complete this form by documenting total continuing education credit hours earned during the reporting period. **Supporting documentation is to be kept by the assessor and made available to the accreditation department only if requested.**
3. Send the form to the AABB Accreditation department by email (accreditation@aabb.org) or fax (301-657-0957).

Category	Minimum CH	Reported CH
A. Specific Training for Expertise (BB/TS, HPC/Cord/Somatic, IRL, MT, Periop, RT)	10	
B. Quality Systems/Quality Audit	10	
C. Communication, Facilitation, Team Building	5	
D. Assessment Performance	40	
Total:	65	

Refer to APPM 5.1.1f/Appendix 5.1.1.f.B for information on reporting instructions.

Assessor's Statement:

I attest that this continuing education report is accurate to the best of my knowledge and supporting documentation is available upon request by the AABB accreditation department.

Signature

Printed Name

Date submitted

New Assessors Only: Inception date: _____