



## ICC/USCC Renewal Program Continuing Practice Journal Form

Sample Journal with Unacceptable Entries



Name (Please print or type): <i>Desmond R. Bauer, Jr.</i>		Certification Expiration Date: <i>2006</i>	
Preferred Mailing Address: <input checked="" type="checkbox"/> Home <input type="checkbox"/> Business <i>914B Baker Street</i>			
City: <i>Greenstone</i>	State: <i>WY</i>	Zip: <i>00203</i>	Country: <i>USA</i>
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Renewing Certification as a:    CCE <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">CBET</span> CRES    CLES (Circle all that apply)			
Year of Initial Certification: <i>1996</i>		Reporting Activities for the three-year period of: <i>2004-2006</i>	

*Always complete each blank. This facilitates the approval process. If you have any questions on specific dates of your certification, renewal period, or expiration, contact ICC office at 703-525-4890 ext.207; or e-mail: certifications@aami.org*

**Instructions**

1. Complete the top portion of the journal form. Do not depend on the journal form (for any reason) does not relieve you of your continuing education requirements. Always fall on December 31st of each year. If you have a change of address! Give an invoice (for any period and deadlines) as if you do not receive a renewal invoice prior to your certification expiration date.
2. Make sure you and your supervisor have signed the Signature Page.
3. Do not submit single pages or the point totals page alone.
4. Any of these journal forms may be photocopied.
5. Return the journal, invoice, and applicable fees to:  
ICC/USCC, 1110 N. Glebe Road, Suite 220, Arlington, VA 22201-4795

For your inquiries regarding the process of your certification renewal, contact the ICC office at 703-525-4890 ext.207; or e-mail: certifications@aami.org

# Renewal by Continuing Professional Practice Activities

## I. Courses

Educational activities directly related to the biomedical field that can positively affect you on a professional level may be listed in this category, such as: formal discussion groups, professional sessions, continuing education courses, etc...

<b>Types</b>	<b>For Teaching</b>	<b>For Attending</b>
a. Academic/Vocational course at a university or college*	1.5 pts/credit hr	1pt/academic hr
b. Vendor course, short course, technical course*, workshop	1 pt/day	1/2 pt/day
c. Correspondence course, teleconference, computer based course, in service, etc...	2 pts/course	1 pt/course
d. Other relevant sessions	1/2 pt/day	1/2 pt/day

\* Transcripts may be requested.

Attach continuation page if needed. (*Please use exact dates*)

<b>Program/Course Title:</b> <u>Introduction to Astrology</u>	<b>Points</b> <u>3</u>
Sponsor: <u>Greenstone Community College</u>	
Date: <u>1/02/04</u> To: <u>4/06/04</u>	Location: <u>Greenstone, WY</u>
Check one: <input type="checkbox"/> Teaching <input checked="" type="checkbox"/> Attending	Type: <u>a. academic/vocati...</u>

**Rationale:** *This activity is not directly related to the biomedical field.*

<b>Program/Course Title:</b> <u>Dental Assistant I</u>	<b>Points</b> <u>3</u>
Sponsor: <u>Greenstone Vo-Tech Center</u>	
Date: <u>4/30/05</u> To: <u>6/06/05</u>	Location: <u>Greenstone, WY</u>
Check one: <input type="checkbox"/> Teaching <input checked="" type="checkbox"/> Attending	Type: <u>a. academic/vocati...</u>

**Rationale:** *This activity is not directly related to the biomedical field.*

<b>Program/Course Title:</b> <u>HIPAA Training</u>	<b>Points</b> <u>1</u>
Sponsor: <u>Quintero Medical Service</u>	
Date: <u>6/12/05</u> To: <u>6/12/05</u>	Location: <u>Greenstone, WY</u>
Check one: <input type="checkbox"/> Teaching <input checked="" type="checkbox"/> Attending	Type: <u>c. correspondence co...</u>

**Rationale:** *A hospital's required annual training is considered a requirement of employment. Any entry in this category should affect the individual on a professional level. Annual training is viewed as refresher training and generally does not significantly contribute to an individual's knowledge base.*

Courses (continued)

Points

**Program/Course Title:** Departmental Meetings & Inservice Training Sessions 6

Sponsor: Quintero Medical Service

Date: 7/01/05 To: 12/31/06 Location: Greenstone, WY

Check one: :        Teaching   X   Attending Type: c. correspondence co...

**Rationale:** *Formal discussion groups and inservice training sessions should be listed individually. Provide specific topics and dates.*

**Program/Course Title:** SIMS Level 1 Model 1000 Training 2.5

Sponsor: Smith's Medical

Date: 4/01/07 To: 4/05/07 Location: Cheyenne, WY

Check one: :        Teaching   X   Attending Type: b. vendor course, sho...

**Rationale:** *This course falls outside of the renewal period. Each renewal period is limited to 3 years and entries outside of this period are not permitted.*

**Program/Course Title:** Quintero Medical Service AED Tester 0.5

Sponsor: Quintero Medical Service

Date: 8/19/06 To: 8/19/06 Location: Greenstone, WY

Check one:   X   Teaching        Attending Type: b. vendor course, sho...

**Rationale:** *This entry is a job role (see last entry in category V). Since he is employed as an instructor and claimed work experience in category V, he cannot claim points in this area for teaching.*

**Program/Course Title:** Steris Corp System 1 Service Seminar (40 hours) 40.0

Sponsor: Steris Corp

Date: 9/28/06 To: 10/02/06 Location: Erie, PA

Check one: :        Teaching   X   Attending Type: a. academic/vocation...

**Rationale:** *This course should be entered as "b. vendor course, short course, technical course, workshop" and is worth 1/2 point per day for attending.*

Each category has a maximum value. If you reach the maximum and have more entries, document these as well.

A single incorrect entry (or one that is not allowed) can reduce your overall point total below the required for renewal.

**TOTAL CATEGORY I (maximum=10)** 56.0

**II. Publications/Presentations** (*This section is for published or presented works by the certificant only relating to the biomedical field. Please see the Self Study Section for works read or studied.*)

- a. Books or monographs, patents\* (national) 5 points each
- b. Publications, book chapters 2 points each
- c. Presentations made at national & international meetings 1 point each
- d. Presentations made at local meetings or businesses 1/2 point each
- e. Articles published in journals, trade or local newsletters 1 point each
- f. Articles published on the internet 1 point each
- g. Other (claim points based on points assigned to similar activities) **Subject to Board approval**

\*Note: Patent number and summary required.

**Points**

**Title of Published/Presentation Work:** Designed immobilizer for test lab 5

Publication/Presentation in which it appeared: Patent requested...not yet awarded

Date: 6/17/06

Type (article, editorial, column, book chapter, meeting, etc.): a. Book or monograph, p...

**Rationale:** *Patent not yet awarded. Resubmit when approved.*

**Title of Published/Presentation Work:** Curlin Medical Infusion Pump Inservice 0.5

Publication/Presentation in which it appeared: St. Margaret's Medical Center, WY

Date: 2/21/05

Type (article, editorial, column, book chapter, meeting, etc.): d. presentations made at...

**Rationale:** *This training should be entered in category I.*

**Title of Published/Presentation Work:** Reading "Tools of the Trade" 0.5

Publication/Presentation in which it appeared: 24 x 7 Magazine (online)

Date: 3/2/05 (2 hrs)

Type (article, editorial, column, book chapter, meeting, etc.): f. Articles published on th...

**Rationale:** *This training should be entered as self-study in category IV.*

**Title of Published/Presentation Work:** \_\_\_\_\_

Publication/Presentation in which it appeared: \_\_\_\_\_

Date: \_\_\_\_\_

Type (article, editorial, column, book chapter, meeting, etc.): \_\_\_\_\_

**TOTAL CATEGORY II (maximum = 10)** 6.0

**III. Professional Society Participation/Memberships** (This section is for professional societies related to the biomedical field. Please do not include activities or assignments at your place of employment such as safety committees, etc.)

- a. Meeting attendance (international, national, regional, or local level) 1/2 point per day
- b. Committee assignments, offices held, etc. (international, national, regional, or local level) 1 point per activity per year
- c. Active memberships held in relevant professional societies 1/2 point per society per year  
List immediate past three years (Note: ICC/USCC is **not** a membership society)

**Points**

**Title of Meeting/Committee Assignments:** Safety Committee 3

Location of Meeting or Committee Assignments: Quintero Medical Service

Date: 7/01/05 To: 12/31/06

Type (Meeting/Committee Assignments.): b. Committee assignments, offices held...

**Rationale:** *This entry is not a professional biomedical society. It is also typically expected of one's employment and considered work experience (claimed in category V).*

**Title of Meeting/Committee Assignments:** Equipment Review Committee 0.5

Location of Meeting or Committee Assignments: Quintero Medical Service

Date: 3/18/06 To: 3/18/06

Type (Meeting/Committee Assignments.): a. Meeting attendance (international, na...

**Rationale:** *This entry is not a professional biomedical society. It is also typically expected of one's employment and considered work experience (claimed in category V).*

**Title of Meeting/Committee Assignments:** Greenstone Chamber of Commerce 0.5

Location of Meeting or Committee Assignments: Greenstone, WY

Date: 8/14/06 To: 8/14/06

Type (Meeting/Committee Assignments.): a. Meeting attendance (international...

**Rationale:** *This entry is not related to the biomedical field and not a professional biomedical society.*

**Name of Membership:** National Rifleman's Association 1.5

Number of years over the immediate past three years: 3 Membership No: 165425

**Rationale:** *This membership is not related to the biomedical field.*

**TOTAL CATEGORY III (maximum = 10)** 5.5

**IV. Self-Study** (This section is for self study of sources related to the biomedical field).

- a. Books 1 point per 20 hours
- b. Peer review 1 point per year
- c. Listening to audio tapes, watching video tapes or relevant educational programs 1 point per 10 hours
- d. Magazines and Online activities ½ point per year
- e. Other Self-Learning Activities (claim points based on points assigned for similar activities) **Subject to Board approval**

**Points**

**Title of Publication or List serve:** Magazine 1.5

Dates, Issue or Volume Number: 2004-2006 Hours: \_\_\_\_\_

Type (Book, Journal, Magazine, List serve): d. Magazine and online activities

**Rationale:** *Each entry must be specific. The title of the field-related publication is needed.*

**Title of Publication or List serve:** Maxim 1.5

Dates, Issue or Volume Number: 2004-2006 Hours: \_\_\_\_\_

Type (Book, Journal, Magazine, List serve): d. Magazine and online activities

**Rationale:** *This entry is not related to the biomedical field.*

**Title of Publication or List serve:** 24 x 7 Magazine 4.0

Dates, Issue or Volume Number: 2004-2006 Hours: 40

Type (Book, Journal, Magazine, List serve): c. Listening to audio tapes, watching...

**Rationale:** *This entry should be listed as a magazine and is worth ½ point per year.*

**Title of Publication or List serve:** ECRI Health Devices Alerts 3.0

Dates, Issue or Volume Number: 2004-2006 Hours: \_\_\_\_\_

Type (Book, Journal, Magazine, List serve): d. Magazine and online activities

**Rationale:** *Credit only provided as an educational endeavor. It is not allowed if expected of employment and considered part of job responsibilities. Work experience should be entered in category V. Indicate if purely educational endeavor.*

**Title of Video/Audio/Other Education Program:** \_\_\_\_\_

Brief Description of Subject: \_\_\_\_\_

\_\_\_\_\_

Date of Activity: \_\_\_\_\_ Hours: \_\_\_\_\_

Type (Video/Audio/Other Educational Programming) \_\_\_\_\_

**TOTAL CATEGORY IV (maximum = 10) 10.0**

**V. Work Experience**

- a. Full time employment in the biomedical profession 1 point per year
- b. Part time employment in the biomedical profession 1/2 point per year
- c. Military reserve duty in the biomedical field 1/2 point per year

**Points**

**Employer:** Trunkwiler Retirement Home 0.5

Address: 43 Anderson Way Greenstone, WY

Your Title: Custodial Technician Hours/week: 20 Dates: 1/1/04-12/31/04

**Rationale:** *This entry is not related to the biomedical profession.*

**Employer:** Greenstone Regional Hospital 3.0

Address: 123 Flatcreek Road Greenstone, WY

Your Title: BMET I Hours/week: 40 Dates: 1/1/01-12/31/03

**Rationale:** *This entry falls outside the renewal period and is not permitted.*

**Employer:** Self-employed (American Zander Biomedical) 1.5

Address: 79 Breakers Street Greenstone, WY

Your Title: Owner/Operator Hours/week: 50 Dates: 1/1/04-6/30/05

**Rationale:** *This entry is acceptable, but a similar entry in category VI is not allowed.*

**Employer:** Quintero Medical Service 1.5

Address: 45A Medical Drive Greenstone, WY

Your Title: Instructor Hours/week: 40 Dates: 7/1/04-12/31/06

**Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Your Title: \_\_\_\_\_ Hours/week: \_\_\_\_\_ Dates: \_\_\_\_\_

**TOTAL CATEGORY V (maximum = 4.5) 6.5**

## VI. Miscellaneous & Other Activities

Any relevant activity which provides professional enhancement that is not otherwise covered above but directly related to the biomedical field. Claim points based on points assigned to similar activities. **Subject to Board approval.**

	Points
Description of Activity: <u>Inservice Training: PM on Zoll M-Series Defibrillators</u>	<u>2.0</u>

Location: Greenstone Regional Hospital Dates: 3/18/06 Hours: 4

**Rationale:** *This entry should be in category I.*

Description of Activity: <u>Constructed new wiring harness for 1983 Ford Mustang</u>	<u>6.0</u>
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Location: Home Dates: May 05 Hours: 60

**Rationale:** *This is not directly related to the biomedical field.*

Description of Activity: <u>St. Margaret's Facility Renovation</u> <u>(designed OR suites and installed equipment)</u>	<u>3.0</u>
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Location: St. Margaret's Medical Center Dates: 1/05-12/05 Hours: Many

**Rationale:** *This appears to be expected of employment and considered part of job responsibilities. Work experience should be entered in category V.*

Description of Activity: <u>Started Biomed Service Company</u> <u>(American Zander Biomedical)</u>	<u>5.0</u>
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Location: Greenstone, WY Dates: 2006 Hours: 50/wk

**Rationale:** *Work experience should be entered in category V. Since a similar entry is made in category V, this entry is not allowed. "Double-dipping" on points is not permitted.*

<b>TOTAL CATEGORY IV (maximum = 10)</b>	<u>16.0</u>
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<b>TOTAL POINTS ACCUMULATED (minimum =15 points):</b>	<u>100.0</u>
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