



**American Board of  
Histocompatibility  
and Immunogenetics**

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**IMPORTANT NOTICE  
PLEASE READ CAREFULLY**

DATE: October 2011  
TO: All ABHI Registrants  
FROM: Curt L. Jordan, CHS, CHT, Chair, Continuing Certification Committee  
RE: Submission of Continuing Education Records

As you are aware, 2011 is the end of your three-year certification cycle. Included in this email notification is the Application for Continuing Certification and guidelines for submitting your continuing education credits (CECs). The CEC categories and the maximum CECs are listed on the form above the space where you are to enter your 2011 CE activities. Submit an original and one (1) copy of the application and two (2) copies of CE documentation to the ABHI Executive Office. Also, the required \$45 annual dues will need to accompany the application. Please complete and return it with your Application for Continuing Certification.

**Changes for 2011:**

Only individuals who are due to recertify in the current year will be required to submit the completed Application for Continuing Certification and documentation of CECs for 2011. ABHI will no longer be reviewing every individual's CE activity each year. ABHI will begin reviewing the CE activity of only those individuals whose certification will be expiring at the end of the current year. Thus, you will now only need to submit your application and documentation of CE every third year. However, you will still need to pay the annual fee to maintain your certification. Yearly review of CE activity and summaries will no longer be provided. This new procedure will expedite the committee's review process by decreasing the number applications to be reviewed each year, allowing ABHI to inform individuals in a timely manner the status of their recertification. In addition, the application and documentation of activity will now be due to the ABHI Executive Office **by November 15** of the recertifying year. However, you are encouraged to return the completed application and documentation of CE activity as early as possible for faster turnaround of recertification. **Applications will be reviewed on a first-come, first-served basis to meet the December 31 recertification deadline.**

**NOTE:** ***APPLICATIONS POSTMARKED AFTER December 31, 2011 WILL BE SUBJECT TO A \$45 LATE FEE (strictly enforced).***

**Categories K and L maximum CECs allowed have increased**

ABHI has increased the maximum continuing education credit (CEC) for categories k and l from 1.0 to 1.5 CECs which is equivalent to 15 contact hours. A supervisor signature will be required as proper documentation of credit earned.

**PLEASE BE SURE THAT YOUR FORM IS COMPLETED CORRECTLY.**

**PLEASE DO NOT INDICATE "see attached"** in the space provided for each category of the continuing certification application. If you need additional space feel free to make additional copies of the application. The activity you wish to be considered must be listed on the application in the appropriate category sections.

An additional \$20 fee will be assessed for applications received that are improperly completed. Applications considered incomplete will be returned if "see attached" is noted in category sections and without appropriate documentation for CE activities.

You must label each supporting document with the category you are requesting ABHI to consider awarding credit, e.g. category a1, a2, a3, or category b1, b2, b3, etc.

Example listing of activity for category a:

Activity	Name and Location Approved Sponsor	Program Name	ABHI Approval Number	Dates of Attendance	Total (CECs)
1.	ASHI Mt. Laurel, NJ	2011 New Orleans, LA	2011-33	10/27-21, 2011	3.975
2.	Georgetown University, Washington, DC	Teleconference Current Topics in Histocompatibility	2011-35	2011	.225 CECs

For each activity listed above the certificate of attendance/participation must be labeled accordingly, a1, a2, etc.

**Return the original application and one (1) copy of the form as well as (2) copies of documentation.**

#### **WHO MUST SUBMIT CE ACTIVITY?**

Anyone who is due to renew their certification in 2011. Please refer to the ABHI CEC Summary Sheet that was mailed to you in 2011 to determine the amount of CECs you have accrued to date.

#### **WHAT ABOUT INDIVIDUALS WHO ARE CHT AND CHS CERTIFIED?**

If you are both a CHT and a CHS, the CHS CE requirements automatically fulfill the requirements for CHT. Therefore, you need to submit only one form once you have passed the CHS examination. However, in the years between your CHT and CHS you still need to submit CE forms for CHT and pay the \$45 annual dues.

*Please be aware that if you do not meet the minimum requirement of 8 CEC's to maintain your CHS credential, your current status will lapse. You would be required to retake the ABHI Examination to regain your certification. You will not be able to revert back to the CHT level. Completion of the CHS certification examination automatically changes your status and the higher CEC requirements apply.*

#### **WEBSITE**

Please visit ABHI Homepages. The address is [www.ashi-hla.org/abhi](http://www.ashi-hla.org/abhi). You will find the most updated information regarding ABHI and committee activities.

#### **WHO SHOULD I CONTACT IF I HAVE QUESTIONS?**

If you have any questions regarding your status please contact at the ABHI Executive Office at 913/895-4603.

#### **IMPORTANT NOTICE**

The department of Health Services in California, Florida and Louisiana require all state licensed laboratory personnel to show written documentation of continuing education by an accredited organization.

ABHI supports these initiatives and is now recognized as a California registered accrediting agency (ABHI registration number 0085) and a Florida registered accrediting agency (ABHI registration number 50-2203) for continuing education in the field clinical laboratory science.

If you have any questions or comments please contact the ABHI Executive Office. It is our hope to make the CHA, CHT and CHS certification more meaningful and better suit the needs of the registrants. Your continued support is vital. We welcome your input.