

***CBIC's Guide
to Submitting a
Successful
IPU Portfolio***

Successful IPU Portfolios:

- ❖ Candidate submitted their IPU portfolio by deadline of October 31st
- ❖ Candidate submitted activities worth at least 40 IPU's
- ❖ Candidate met the minimum requirement of meeting 6 of 8 domains
- ❖ Candidate provided clearly legible verification documents that met requirements for each IPU activity
- ❖ Certificate of attendance/completion displayed the provider, accreditor, date, name of attendee, name of workshop/conference, contact hours/continuing education credits/IPUs awarded.
- ❖ Publications should display name of author/co-author, date, title and abstract.
- ❖ Presentation activities need to be presented via verification from conference organizer on official letterhead or via a copy of the brochure/flyer/conference schedule and should display the name of presenter, date/time presented and presentation title and abstract.
- ❖ Academic education activities should be submitted with a copy of the official/unofficial transcripts or a copy of the diploma and with the institution name clearly visible.
- ❖ Teaching activities should include a copy of the course syllabus that outlines infection prevention topics AND a verification letter. These documents should contain name, dates of the course, number of hours of instruction, name of accredited institution and the signature from the institution contact (e.g., chancellor, professor, academic dean, President, etc.).
- ❖ Research activities should include a report or verification letter that ensures participation of the candidate in the research and a visible subject synopsis, candidate's role in research and dates of participation.

Successful Portfolio Example:

My IPUs

<u>Category</u>	<u>Date Completed</u>	<u>IPUs Earned</u>	<u>Title</u>	<u>Domain</u>	<u>Status</u>
Education module (online, paper or live format)	7/6/2021	12.00	APIC 2021 Virtual Annual Meeting On-Demand Sessions	Cleaning; Sterilization; Disinfection; Asepsis, Education and Research, Employee/Occupational Health, Environment of Care, Identification of Infectious Disease Processes, Management and Communication, Preventing/Controlling the Transmission of Infectious Agents, Surveillance and Epidemiologic Investigation	Approved
Education module (online, paper or live format)	4/28/2021	2.00	IPAC Canada Education Webinar	Cleaning; Sterilization; Disinfection; Asepsis, Preventing/Controlling the Transmission of Infectious Agents	Approved
Education module (online, paper or live format)	8/10/2022	1.00	Coronavirus Prevention in the Long-Term Care Setting	Cleaning; Sterilization; Disinfection; Asepsis, Identification of Infectious Disease Processes, Preventing/Controlling the Transmission of Infectious Agents	Approved
National conference	6/16/2017	10.00	44th Annual Conference of the Association for Professionals in Infection Control & Epidemiology (APIC)	Cleaning; Sterilization; Disinfection; Asepsis, Education and Research, Employee/Occupational Health, Environment of Care, Identification of Infectious Disease Processes, Management and Communication, Preventing/Controlling the Transmission of Infectious Agents, Surveillance and Epidemiologic Investigation	Approved

National conference	6/14/2019	10.00	46th Annual Conference for the Association for Professionals in Infection Control & Epidemiology (APIC)	Cleaning; Sterilization; Disinfection; Asepsis, Education and Research, Employee/Occupational Health, Identification of Infectious Disease Processes, Management and Communication, Preventing/Controlling the Transmission of Infectious Agents, Surveillance and Epidemiologic Investigation	Approved
National conference	7/6/2021	10.00	APIC's 2021 Virtual Annual Conference	Cleaning; Sterilization; Disinfection; Asepsis, Education and Research, Employee/Occupational Health, Environment of Care, Identification of Infectious Disease Processes, Management and Communication, Preventing/Controlling the Transmission of Infectious Agents, Surveillance and Epidemiologic Investigation	Approved
Education module (online, paper or live format)	10/3/2019	5.00	APIC Greater Buffalo On the Infection Frontline: Emerging Issues in the News	Cleaning; Sterilization; Disinfection; Asepsis, Identification of Infectious Disease Processes, Preventing/Controlling the Transmission of Infectious Agents	Approved
Professional organization participation	12/18/2019	3.00	APIC Greater Buffalo Treasurer-elect	Management and Communication, Preventing/Controlling the Transmission of Infectious Agents	Approved



Continuing Education Certificate

Name of Attendee

has attended and met the requirements
to be awarded **(10 Infection Prevention Units (IPUs))** from attending the
44th Annual Conference of the Association for Professionals in Infection Control & Epidemiology (APIC)

June 14-16, 2017 – Portland, OR

APIC is providing continuing education for this event for the Certification Board of Infection Control and Epidemiology, Inc. (CBIC)
(60 min = 1 infection prevention unit).

Letty Kluttz

Letty Kluttz, MBA
Senior Director, Education and Annual Conference

for Professionals in Infection Control and Epidemiology
1400 Crystal Drive • Suite 900 • Arlington, VA 22202 • Phone: 202-789-1890

Activity Category: National Conference | IPUs earned: 10



Continuing Education Certificate

Name of Attendee

has attended and met the requirements
to be awarded **(10 Infection Prevention Units (IPUs))** from attending the
46th Annual Conference of the Association for Professionals in Infection Control & Epidemiology (APIC)

June 12-14, 2019 – Philadelphia, PA

APIC is providing continuing education for this event for the Certification Board of Infection Control and Epidemiology, Inc. (CBIC)
(60 min = 1 infection prevention unit).

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Senior Director, Education and Annual Conference

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1400 Crystal Drive • Suite 900 • Arlington, VA 22202 • Phone: 202-789-1890

Activity Category: National Conference | IPUs earned: 10



The Association for Professionals In Infection Control and
Epidemiology, Inc. (APIC) certifies that

Name of Attendee

has been awarded 15.47 CNE/contact hours and **12.00 additional IPU credits**
for participating in the educational event:

10 IPU credits have been awarded for attending the live event.
APIC's 2021 Virtual Annual Conference
June 28-30, 2021

Date Completed: Tuesday, July 6, 2021



This educational program has been approved for attendees to earn up to
90 CNE/contact hours and 10 IPU's. Attendees will earn up to 30 additional
IPUs for the eligible on-demand sessions..

The Association for Professionals In Infection Control and
Epidemiology, Inc., (APIC) is accredited with distinction as a provider
of continuing education in nursing by the American Nurses
Credentialing Center's Commission on Accreditation (ANCC).

Association for Professionals in Infection Control and Epidemiology
1400 Crystal Drive • Suite 900 • Arlington, VA 22202 • Phone (202) 789-1890

Activity Category: National Conference | IPU's earned: 10

Activity Category: Education module (online, paper, or live format) | IPU's earned: 12



Activity Category: Education module (online, paper, or live format) | IPU earned: 1

🌟 Certificate of Completion 🌟

IPAC Canada Education Webinar

28 April 2021
Dialysis - CIC Exam Study Group (IPAC Ottawa Region)
Presenter
Colleen Weir
TOH

Eligible for 2 IPU per hour by the Certification Board of Infection Control.

Activity Category: Education module (online, paper, or live format) | IPU earned: 2



Certifies that:

Has received **5** contact hours for successfully completing

“On the Infection Frontline: Emerging Issues in the News”

Date: Thursday, October 3rd, 2019

Location: Buffalo Grand Hotel
120 Church St.

Program Code #: 040-210-091619

Buffalo, NY 14202

This continuing nursing education activity was approved by the Northeast Multistate Division, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Theresa M. Schrantz LPM CIC

President APIC Greater Buffalo Chapter 111

Activity Category: Education module (online, paper, or live format) | IPU's earned: 5

December 18, 2019

Dear [REDACTED]

The Association for Professionals in Infection Control and Epidemiology (APIC) Greater Buffalo, Chapter 111 would like to take this opportunity to recognize [REDACTED]. [REDACTED] served as Treasurer-elect for our Chapter in 2019 and will be assuming the role of Treasurer for 2020. [REDACTED] has been instrumental in assisting with all chapter activities and a valued member of the Board.

APIC's mission is to improve health and patient safety by reducing risks of infection and other adverse outcomes, and [REDACTED]'s efforts further this mission. We extend our thanks to [REDACTED].

Thank you for your support in our mission.

Sincerely,

Theresa M Schrantz, LPN TTS CIC
President - APIC Greater Buffalo Chapter 111

Activity Category: Professional Organization Participation | IPU's earned: 3 IPU's

**participation terms mentioned in letter need to be completed in order to qualify for IPU's.

Denied IPU Portfolios:

- ❖ Candidate did not submit IPU portfolio by October 31st deadline
- ❖ Candidate did not have enough continuing education activities to meet 40 IPU minimum requirement
- ❖ Candidate submitted activities that occurred outside of current recertifying period
- ❖ Candidate submitted verification documentation that was not clear
- ❖ Candidate did not provide required supporting documentation
- ❖ Candidate did not respond with IPU portfolio corrections by given deadline

Submitting your Portfolio:

Candidates who have uploaded the minimum requirement of 40 IPUs, met at least 6 domains and have paid their application fee, will see this reflected at the bottom of their IPU application (shown below). Once there are three green check marks, candidates may proceed in submitting their portfolio for review, make sure to click the “Submit My Application for Review” button to complete the submission process.

Total IPUs Earned:	42	Approved: 42 Pending: 0 Completed: 0 Rejected: 0 Unprocessed: 0 Note: rejected IPUs are not counted towards Total IPU Earned.	40 IPUs required; please enter no more than 60 IPUs
Total Domains Covered:	8	Cleaning; Sterilization; Disinfection; Asepsis Education and Research Employee/Occupational Health Environment of Care Identification of Infectious Disease Processes Management and Communication Preventing/Controlling the Transmission of Infectious Agents Surveillance and Epidemiologic Investigation	6 domains required
<input checked="" type="checkbox"/> 40 IPUs requirement is met <input checked="" type="checkbox"/> 6 domains requirement is met <input checked="" type="checkbox"/> Application fees are paid			

The entire application process can take up to 30 days from date of receipt. Please allow 30 days after submitting your professional portfolio before contacting CBIC.

Once your professional portfolio has been reviewed, you will receive an email indicating whether or not your portfolio units met the prescribed criteria.

Revisions and Resubmissions:

Revisions to your original portfolio will be allowed and you will have the chance to resubmit it for further review if it is not approved initially. You will receive an email notification for revision requests along with information on what activities were not accepted and why. Instructions on how to update your portfolio will be included in that communication. If you do not respond to the resubmission request, your portfolio will not be accepted, and you will need to recertify using the proctored CIC examination. There is a limit of TWO revisions and resubmissions. If after the second and final revision your portfolio is not approved, you must recertify by taking the proctored CIC examination to maintain your CIC® status.

Extensions

The recertification portfolio must be submitted by October 31 of the recertification year. If the portfolio is not submitted by October 31, the candidate has until November 30 to submit the portfolio with an added late fee of 25% of the recertification fee. The only method to obtain recertification for candidates who miss the November 30 deadlines are to purchase and complete the initial proctored examination by December 31.

Resources:

- ❖ **IPU Criteria Chart:** <https://www.cbic.org/CBIC/2023-Files/2021-IPUs-Criteria-Chart--V7.pdf>
- ❖ **IPU Overview Flyer:** <https://www.cbic.org/CBIC/2023-Files/2023-08-IPU-sFlyer-3.pdf>
- ❖ **IPU Manual:** <https://www.cbic.org/CBIC/Recertification-Examination/IPU-Manual/2022-Recertification-by-Continuing-Education-for-the-CIC.pdf>
- ❖ **IPU Tracking Sheet:**
<https://www.cbic.org/CBIC/PDFs/RecordKeepingFormforInfectionPreventionUnits.pdf>
- ❖ **Recertification by IPU instructional webinar:** https://www.cbic.org/CBIC/IPUsWebinar_FullDraft.mp4
- ❖ **Professional Organization Participation Templates:**
 - **Chapter Leader Template:** <https://www.cbic.org/CBIC/PDFs/Participation---APIC-Chapter-Letter-Template.docx>
 - **Appointment Letter Template:** <https://www.cbic.org/CBIC/PDFs/Participation---Professional-Organization-Appointment-Template.docx>
- ❖ **FAQ:** <https://www.cbic.org/CBIC/Certification-FAQs/Recertification-by-IPUs.htm>

Still have questions? Contact us at info@cbic.org