

*Canadian College of  
Microbiologists*



*Collège Canadien des  
Microbiologistes*

**FCCM RECERTIFICATION  
CONTINUING PROFESSIONAL DEVELOPMENT CREDITS REPORT  
F05A-2019-03-CEC**

**Recertification Process Information:**

Fellows of the Canadian College of Microbiologists must be recertified by the College every 3 years. Individuals who have accumulated 150 contact hours (credits) of continuing education and maintained their annual membership with the College during the 3 year period are eligible for recertification.

The 3 year period is defined as January 1<sup>st</sup> of year 1 through December 31<sup>st</sup> of year 3. Recertification applications must be submitted by January 31<sup>st</sup> of year 4. For newly certified fellows, year 1 begins the first January after the exam date.

The recertification fee is \$150.00 payable by cheque to the Canadian College of Microbiologists. Members who are both FCCM and D(ABMM) may submit this completed form or proof of ABMM recertification in lieu of detailed contact hours. In order to recertify, submit this form (or ABMM recertification letter) and the fee to:

Dr. Heather Adam  
Clinical Microbiology, Health Sciences Centre  
MS675F-820 Sherbrook Street  
Winnipeg, MB R3A 1R9

Note: Do not submit documentation of the continuing education contact hours. The FCCM Subcommittee will conduct periodic audits of recertification applications. You will be notified directly if your application has been selected for audit. Please retain your documentation for 6 months after your recertification application has been submitted for auditing purposes.

**FCCM Information:**

Name:  
Date of original certification:  
Date of previous recertification:  
Years included in current recertification application cycle:  
Date of recertification application submission:

Mailing address:  
Daytime phone number:  
E-mail:

**Continuing Education Credit Summary:**

(See category description on the next page)

<b>Continuing Education Activities</b>	<b>Limits During the 3 Year Period</b>	<b>Total Hours Earned</b>
<b>Category 1</b>	Minimum 45 hours. No maximum limit.	
<b>Category 2</b>	Maximum 45 hours.	
<b>Category 3</b>	Maximum 30 hours.	
<b>Category 4</b>	Maximum 45 hours.	
<b>Category 5</b>	Maximum 80 hours.	
	Total: Minimum 150 contact hours/credits required	

I attest that I have completed the required hours of continuing education as noted above. I understand that I may be audited and, if so, I agree to submit documentation of my continuing education.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Category	CE Activities	Documentation (Submit only if audited)	Contact hours allowed per activity	Limits for recertification cycle
<b>1</b>	<b>Accredited CE Learning Activities</b>			<b>Minimum 45 hrs. No maximum limit.</b>
	Conference attendance or participation in an program accredited by a recognized sponsor [the Canadian College of Microbiologists, Royal College of Physicians and Surgeons of Canada, the Canadian Society of Microbiologists, P.A.C.E, the Accreditation Council for Continuing Medical Education (ACCME) and the American Medical Association (AMA) for Category 1 credits]. Other sponsoring agency credentials must be verified by the FCCM Subcommittee.	Attendance / Participation certificate with the applicant's name, dates and contact hours indicated	1 contact hour per activity hour	No limit
	Completing an assessment after reading an accredited journal article	Certificate of completion indicating the applicant's name, article title and dates	1 contact hour per article	No limit
	Preparing a lecture designated for CCM, AMA PRA category 1 credit, ACPE or PACE credit	CCM certificate or a copy of the program page showing the lecture, presenter's name, date/year and the symbol showing the lecture was accredited	3 contact hours per lecture	Max 30 hrs.
	Achieving another doctoral-level, specialty board certification	A copy of the certificate and the certification date	25 hours per certification	Max 25 hrs.
	Earning a medically related degree such as a M.P.H	A copy of the transcript showing when the degree was awarded	25 hours per degree	Max 25 hrs.
<b>2</b>	<b>Learning activities not associated with an accredited provider</b>			<b>Max 45 hrs.</b>
	Rounds, seminars, journal clubs	Documentation of attendance (eg. Letter from the Department Head indicating hours of attendance by the applicant for a specific date range)	1 contact hour per hour of attendance	Max 30 hrs.
	Workshops (academic or industry sponsored)	Documentation of attendance (eg. Letter from the Workshop sponsor indicating the applicants name, hours of attendance and workshop dates)	1 contact hour per hour of attendance	Max 15 hrs.

	Self-instruction material eg. Webinars, podcasts, other programmed educational materials or study of current publications	A written description of the self-instruction materials and date it was delivered	1 contact hour per hour of education	Max 15 hrs.
	Consultant: Education received from a consultant	A statement of the education provided by the consultant and the date it was delivered	1 contact hour per hour of education	Max 5 hrs.
	Self-assessment: Time spent taking self-assessment exams not claimed under Category 1	Exams must be scored and the results made known to the examinee. A copy of the exam results/certificate noting the applicants name, topic and date of the exam	1 contact hour per hour of examination	Max 15 hrs.
	Filing a clinical microbiology patent	Documentation: Acknowledgment from the Patent Office of submission	Time spent filing the patent can be claimed.	Max 10 hrs.
	Earning a relevant non-medical degree such as a M.B.A	A copy of the transcript showing when the degree was awarded		Max 10 hrs.
<b>3</b>	<b>Teaching</b>			<b>Max 30 hrs.</b>
	Actual hours teaching or lecturing about microbiology/immunology and/or career-related subjects	A letter from the Department Head or course coordinator indicating the course title, number of hours taught and the dates it was taught	1 contact hour per hour of lecture	Max 30 hrs.
	Informal medical residency education (ex. In lab rounds)	Documentation from Program Director	1 hour per hour of educational interaction	Max 10 hrs.
<b>4</b>	<b>Professional Consultation &amp; Graduate Degree Supervision</b>			<b>Max 45 hrs.</b>
	Service on scientific advisory boards	A copy of the invitation letter and agenda	1 hour per hour of service	Max 5 hrs.
	Serving as an inspector for ISO, CAP or Provincial laboratory accreditation organization (eg. MANQAP, CPSA, IQMH).	Documentation from the accreditor with the date of inspection and institution inspected	1 hour per hour of service	Max 25 hrs.
	Provincial or Federal grant reviewer	A letter from the Chair indicated the dates served in this capacity	1 hour per hour of service	Max 25 hrs.
	Service on editorial boards, including ad hoc reviews	A print-out of the reviewing history in your account for web-based reviews or a thank you note from the editor for non-web-based reviews	1 hour per manuscript	Max 30 hrs.

	Supervision of graduate (MSc and PhD) students	Copy of the dissertation announcement or other similar documentation indicating the degree awarded, to whom, the date and the name of the supervisor/co-supervisor	30 contact hours for the successful graduation of a PhD student under the supervision or co-supervision of the applicant; 15 contact hours for the successful graduation of an MSc student under the supervision or co-supervision of the applicant	Max 45 hrs.
<b>5</b>	<b>Publications</b>			<b>Max 80 hrs.</b>
	Authoring an article published in a peer-reviewed journal and indexed or abstracted in PubMed, Medline, Current Contents, Biological Abstracts, Chemical Abstracts, Microbiology/Immunology Abstracts, Excerpta Medica Database (EMBASE), Science Citation Index or Ovid. Note: Letters to the editor are not acceptable.	First page of the journal article showing the title, authors' names, and date of publication	10 hours per article	Max 40 hrs.
	Authoring a chapter of book catalogued by the Library of Congress	First page of the chapter or Table of contents showing the title, authors' names and date of publication	10 hours per chapter	Max 40 hrs.
	Preparing and presenting a poster or oral session at a scientific meeting.	A copy of the program page showing the presentation title, presenter's name and date/year	5 hours per presentation	Max 30 hrs.
	Authoring evidence-based practice guidelines	Copy of the first page of the guidelines (authors, date)	10 hours per guideline	Max 10 hrs.