Recertification Guide
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HOW TO CONTACT THE IBSC
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This guide was developed to assist the CP-C credentialed individuals to understand the recertification process.
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The Certified Community Paramedic (CP-C) examination candidate is an experienced paramedic professional who is currently associated with a ground transport ambulance service, hospital-based community care provider, home health agency, mobile integrated health agency. The candidate must possess a specialized level knowledge of the various community resources, laboratory values, and chronic care methodology for a variety of patient populations, i.e.: adult, pediatrics, geriatrics, etc.

Candidates must have an understanding of chronic patient care pathophysiology, while maintaining a significant knowledge of current standards established for Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Neonatal Resuscitation Program (NRP), International Trauma Life Support (ITLS); as well as completion of a Community Paramedic education program as approved by their system’s Medical Director.

This certification examination is beyond the scope of the average, entry-level field paramedic and is not intended to evaluate entry-level knowledge; but rather to measure the experienced paramedic's skills and knowledge of the patient requiring mobile integrated healthcare intervention during the various aspects of their medical condition. The target audience for the Certified Community Paramedic (CP-C) certification examination is any licensed or certified paramedic functioning in a specialty mobile integrated healthcare clinical practice arena. The broader audience includes the following:

1. Federal, state and local Emergency Medical Services (EMS) providers
2. Private and government operated Emergency Medical Services (EMS) agencies
3. Ground ambulance providers
4. Hospitals and various acute care medical facilities
5. Accountable Care Organizations
6. Healthcare Insurance Providers
7. Education institutions such as local and state colleges or technical centers that provide Community Paramedicine training
8. Municipal fire protection departments
9. Hospice and Palliative Care Organizations
10. Community Health Departments
11. Children Medical Services
12. Other areas around the globe that already or may develop mobile integrated healthcare programs

For additional questions related to qualifying for a certification examination, please contact the IBSC at +1 (770) 978-4400 or via help@IBSC.org.
INTRODUCTION
The purpose of the recertification program is to support continuous competence and professional development of IBSC certificants. The recertification cycle for the Certified Community Paramedic (CP-C) is every four (4) years. The IBSC has determined that four (4) years is a reasonable period to measure the activities in which a certificant engages to remain up to date with current trends in practice. During the four (4) year period you must demonstrate ongoing continuing education and/or position duties that exemplify your continued growth in safety related education in the critical care transport industry.

Recertification can be achieved one of two ways:
1. Successfully retake the written certification examination
2. Complete the required recertification hours

Eligibility Requirements for Recertification
1. Complete and submit 100 recertification hours, and
2. Pay the required recertification fees

You will need 100 hours in order to recertify. The hours may be obtained in any category in any combination outlined in this document.

RECERTIFICATION SUBMISSION
Recertification options for the Certified Community Paramedic (CP-C) credential include the following:
• Retake the written certification examination
• Complete the required continuing education (CE) credits

Eligibility Requirements for Recertification
• Maintain current CP-C certification
• Maintain current, unrestricted paramedic license in the state or country of practice
  º Any restriction(s) must be reported to the IBSC
• Complete and submit 100 approved continuing education (CE) credits. Hours submitted must be placed into the following subject areas:
  º Community Based Needs
  º Interdisciplinary Collaboration
  º Patient Centric Care
  º Preventive Care and Patient Education
• Pay the required recertification fees

Continuing Education Definition
Different terminology is used for continuing education credit. CP-C Recertification uses the measurement of contact hours in which one contact hour equals
50 minutes of actual educational materials. The following guidelines are useful in determining contact hours:

- 1 contact hour equals 1 CECH, 1 CERP, 1 CEARP, or 1 CME
- 1 CEU or continuing education unit equals 1 contact hour
- 1 academic semester credit equals 15 contact hours
- 1 academic quarter credit equals 10 contact hours
- 1 academic trimester credit equals 12 contact hours

**GENERAL REQUIREMENTS**

- Continuing Education (CE) must have a clear and direct application to the practice of community paramedicine and/or mobile integrated healthcare.
- A minimum of 100 approved continuing education (CE) credits must be submitted in the following subject areas:
  - Community Based Needs
  - Interdisciplinary Collaboration
  - Patient Centric Care
  - Preventive Care and Patient Education


- For continuing education (CE) credits to be applicable for renewal, they must have occurred during the four-year period of certification
  - For example, if the certification expires March 31, 2020, the four-year period of certification is from April 1, 2016 until March 31, 2020
  - Continuing education (CE) credits obtained outside of this timeframe will not be accepted
- It is the responsibility of the certificant to properly identify the number of hours of CE activities in each domain following IBSC renewal guidelines
- You can claim activities only once and in only one category (no “double dipping”). For example, you develop and present a lecture at a conference on a CP/MIH related topic and claim credit in Publication and Research, you cannot claim credit in Continuing Education Activities. Similarly, if you teach the same course several times in a cycle, you can only use it one time in that cycle.
- The IBSC recognizes there are accredited CE programs, which consist of multiple lectures, such as national/regional symposiums, or IBSC approved review courses
- Although a CE provider or approver may categorize the CE courses, it is the certificant's responsibility to ensure the appropriate categorization of CE
  - The IBSC will make the final determination as to category and acceptability of each submission
- Supporting documents can be uploaded in your IBSC account starting four months prior to certification expiration (processing fees will apply)
• All supporting documents submitted less than thirty (30) days prior to the certification expiration date to ensure that your credentials will be approved before the expiration date.
• You are responsible for maintaining certification. To maintain your certification, you must seek out adequate and appropriate continuing education and report that activities every four (4) years to the IBSC. Additionally, you are responsible for keeping track of your own activities, recertification hours, and supporting documentation.
• Create a file for all recertification materials and retain original documentation supporting your recertification activities. When recertifying, you are required to submit supporting documentation for verification of activities and hours claimed. Acceptable documentation is listed under each activity category.
• Renewal requests submitted beyond the certification expiration date will not be accepted – there is no grace period
  o Candidates who are wanting to renew their credentials after the expiration date will need to register for and pass the examination to reissue their credential.
• Renewal requests will be processed according to when they are received by the IBSC and the certification expiration date.
• Candidates who successfully meet all program requirements will have their credential renewed for an additional four-year period.
  o Candidates who do not meet the renewal program requirements must successfully pass the CP-C certification examination to have their credentials reissued.
• The IBSC audits 100% of all continuing education (CE) activity
• All renewal fees are nonrefundable

Non-Acceptable Sources of Continuing Education
• Academic course work not clinically or professionally related (e.g. English literature)
• BCLS Provider/Instructor (CPR) courses
• ACLS/ACLS-EP Provider/Instructor courses
• PEPP/PALS Provider/Instructor courses
• PHTLS/BTLS/ITLS/TNCC Provider/Instructor courses.
• AMLS Provider/Instructor courses

Acceptable Sources of Continuing Education
• It is recommended, but not required, that an accredited organizational body approve CE obtained through seminars and independent studies
  o CE certificates received from an organizational body that have all the essential information needed to ensure content validity
  o Examples of acceptable CE sources include, but not limited to:
    ▪ American College of Cardiology (ACC)
    ▪ American College of Emergency Physicians (ACEP)
    ▪ Air Medical Physicians Association (AMPA)
Approved courses are those approved by the International Roundtable on Community Paramedicine (IRCP), Mobile Healthcare Association (MHA), Community Paramedic Association and Registry (CPAR), Society of Critical Care Medicine (SCCM), and many state EMS boards. Unique courses approved by your medical director are also accepted.

- Approvers are those groups that approve continuing education while Providers are those responsible for development and delivery of the program.
  - For example, a hospital may have a course and be the provider of the course. However, on the certificate, a statement would identify who approved their continuing education offering. Often the Approver and Provider are not the same entity.

- Continuing education not approved by an accredited paramedic/physician organization is acceptable if the content is beneficial to paramedicine and is a minimum of 50 minutes in duration.

- Continuing Medical Education (CME) programs specific to physician’s (e.g. AMA Category 1 CME), dependent upon the content.

**Accrediting Bodies**
The IBSC is not a continuing education accrediting body. If you have questions related to the number of contact hours approved for a particular educational course or seminar or to have a course approved, contact an accrediting organization (i.e.: CAPCE).

**College Courses**
- These courses can be used in any category, dependent upon their topic.
- A grade of "C" or better must be obtained for renewal usage from an accredited institution.
- The courses must be applicable to the practice of community paramedicine/mobile integrated health/public health.

**Delivering Presentations or Teaching an Accredited Paramedic Course**
- Each lecture may be used only once during the renewal period.
- Each lecture must be a minimum of 50 minutes in length.
- The category will be determined by the content.
- Submit course schedule outlining areas taught and how many hours – this must be on the organization’s letterhead.

**Publications and Research** – (Publication or presentation of chapter, paper or article)
- The written piece must be of educational value and have acceptable references.
- The category will be determined by the majority of the content (or main theme) of the publication.
- Publications written by more than one author will have the allowable credit evenly distributed among all authors.
• Contact hours will be awarded in the following amounts:
  o Chapter of a book equals 10 contact hours
  o Authoring a journal article equals 5 contact hours
  o Reviewing a journal article for a peer reviewed journal equals 1 contact hour
  o Research poster presentation at a regional, national or international meeting equals 5 contact hours

**Item Writing**
• Item writing for professional examinations is acceptable for CP-C recertification hours
• Each item will be considered 0.5 contact hours and will apply to any category based upon content

**Review Material/Item Writing References**

**Application Procedure**
To renew by CE, the following documentation must be submitted to your IBSC account 2 months prior to your expiration date:
• Copy of your current license or credential
• Continuing education certificates/documentation as outlined on this page
• All applicable recertification fees

For additional information please review the [Frequently Asked Questions](#) or contact us at [help@ibsc.org](mailto:help@ibsc.org)