HOW TO CONTACT THE IBSC
International Board of Specialty Certification (IBSC®)
4835 Riveredge Cove
Snellville, GA 30039 USA
Phone: +1 (770) 978-4400
E-mail: help@IBSC.org
Web: www.IBSC.org

This guide was developed to assist the MTSP-C credentialed individuals to understand the recertification process.
TABLE OF CONTENTS

POPULATION BEING CERTIFIED ............................................. 4
INTRODUCTION .................................................................. 5
RECERTIFICATION SUBMISSION ........................................ 5
GENERAL REQUIREMENTS .................................................. 5
CATEGORY 1 ........................................................................ 7
CATEGORY 2 ........................................................................ 7
Memberships in Safety Organizations .................................. 7
CATEGORY 3 ........................................................................ 8
Publications, Conferences and Presentations ....................... 8
CATEGORY 4 ........................................................................ 9
Volunteer services to IBSC and to AAMS for safety related activities ................................................. 9
CATEGORY 5 ........................................................................ 9
Continuing Education Activities ......................................... 9
CATEGORY 6 ....................................................................... 11
Academic Activities ............................................................. 11
APPENDIX A: RECERTIFICATION FORM ......................... 12
POPULATION BEING CERTIFIED

The Certified Medical Transportation Safety Professional (MTSP-C) exam candidate is a safety professional who is seeking employment with or who is currently associated with an air medical and or ground critical care patient transport service. The candidate must possess an advanced level knowledge of the various transport environments, not the sole requirements or specifications for any one individual transport program or safety management system.

Candidates must have a knowledge base that encompasses all aspects safety management and risk mitigation across the entire enterprise of medical transportation – with special emphasis on safety management systems, patient safety, aviation/vehicle operational safety, and workplace safety and industry accreditation standards.

This certification examination evaluates the candidate on the knowledge and skills necessary to fulfill the Safety Officer role of transport programs, as well as to improve all team members understanding of safety management systems. The target audience for the Certified Medical Transportation Safety Professional (MTSP-C) exam certification is limited to any graduate of the Association of Air Medical Services' Safety Management Training Academy (SMTA).

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 Medical Transportation Safety Professional (MSTP-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 points

Eligibility Requirements for Recertification
1. Complete and submit 25 recertification points, and
2. Pay the required recertification fees

You will need 25 points in order to recertify. The points may be obtained in any category in any combination outlined in this document.

RECERTIFICATION SUBMISSION
Complete the recertification form (Appendix A) and scan it with copies of the required documentation in a PDF and email it to MTSPCRecert@ibsc.org. After confirmation of receipt and evaluation of materials submitted, you must pay the recertification fee at IBSC Store hosted at www.aurumsigna.com before your new credential is issued.

GENERAL REQUIREMENTS
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 points, 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 points claimed. Acceptable documentation is listed under each activity category.

You can claim activities only once and in only one category (no “double dipping”). For example, you develop and present a lecture at AMTC on a safety-related topic. If you claim credit in Category 3 (Publication, Conferences and Presentations), you cannot claim credit in Category 4 (Volunteer services to IBSC and to AAMS for safety related activities). Similarly, if you teach the same course several times in a cycle, you can only use it one time in that cycle.

- Continuing Education (CE) must have a clear and direct application to the culture of safety
- A minimum of 25 recertification points must be submitted
- For continuing education (CE) credits to be applicable for Recertification, they must have occurred during the four-year period of certification
- For example, if the certification expires March 31, 2025, the four-year period of certification is from April 1, 2011 until March 31, 2025
- CE credits obtained outside of this timeframe will not be accepted
- Points cannot be carried over to another cycle.
- To renew by CE, documentation must be submitted prior to the expiration date.

The IBSC will make the final determination as to category and acceptability of each submission. Supporting documents shall be scanned in PDF and emailed to MSTPCrecert@ibsc.com. Recertification requests submitted beyond 90 days after the certification expiration date will not be accepted. If your certification is beyond the 90 days, you may challenge the examination again to regain your certification.

- Candidates who successfully meet all program requirements will have their credential renewed for an additional four-year period.
- Candidates who do not meet the Recertification program requirements must successfully pass the MTSP-C certification examination to have their credentials reissued.
- The IBSC audits 100% of all recertification activity.
- All Recertification fees are nonrefundable.
CATEGORY 1
Safety Position (full-time)
Maximum Points Allowed Per Cycle: 4 points per cycle

DESCRIPTION
Currently working in a full-time professional safety position earns 1 point per year of cycle.

The position must be in management of safety related programs, processes, procedures, and/or personnel. The professional safety function must be the primary function of the position and be at least 50% of the position duties. Collateral duties in safety are not considered the primary function. The position’s primary responsibility must be the prevention of harm to people, property, or the environment, rather than responsibility for responding to harmful events.

SUPPORTING DOCUMENTATION
A copy of your business card with safety title or copy of job description.

CATEGORY 2
Memberships in Safety Organizations
Maximum Points Allowed Per Cycle: 4 points per cycle

DESCRIPTION
Professional memberships in industry/safety related organizations earns 1 point per membership for a maximum of 4 points

The primary functions must be in the areas of accident prevention, environmental protection, fire protection, health physics, industrial hygiene, loss control or prevention, occupational health, risk management, risk analysis, system safety. It must be generally recognized by the safety profession. This can be a safety organization (e.g. American Society of Safety Professionals) or working with a subcommittee of a non-safety organization (e.g. IAFCCP Safety Committee).

SUPPORTING DOCUMENTATION
A copy of your membership certificate(s) or card(s) indicating dates of membership.
CATEGORY 3
Publications, Conferences and Presentations
Maximum Points Allowed Per Cycle: No Limit

DESCRIPTION
This category covers contributions to the safety body of knowledge through publications and presentations.

RECERTIFICATION POINTS EARNED
Points will be awarded in the following amounts:

Publications
   Journal publications:
      Published, safety-related paper or article of at least 1,500 words in a recognized journal
      Single author - 3 POINTS
      Multiple authors - 1 POINT

   Book publication:
      Safety-related book, published as sole author: - 10 POINTS
      Safety-related book, multiple author or editor - 5 POINT
      Author of a chapter, single author - 4 POINTS
      Author of a chapter, multiple authors - 3 POINTS PER YEAR

Conferences
   Presentation at a professional, safety-related conference - 3 POINTS
   Speaker on a panel discussion or at a round table on a safety related topic – 1 POINT
   Poster Presentation on a safety related topic - 1 POINT

SUPPORTING DOCUMENTATION
Article/Paper
A copy of the first page indicating the title, journal name, date of publication, your name as author, and other authors (if applicable).
Book
A copy of the title page indicating the title, publisher, date of publication, your name as author, and other authors (if applicable).

Conference
A copy of the course description in a conference brochure; a screen shot of description from the conference website; a 8x10 copy of any poster presentation that indicates your participation.

**CATEGORY 4**

**Volunteer services to IBSC and to AAMS for safety related activities**

**Maximum Points Allowed Per Cycle: 10 per cycle**

**DESCRIPTION**
You can earn recertification points for volunteer services to IBSC and to AAMS for safety related activities such as item writing, SME group participation, SMTA focused projects.

**RECERTIFICATION POINTS EARNED**

**Item Writing** - Each item submitted will be considered 0.5 of a point.

Participation in an IBSC SME group (e.g. job task analysis, planning committees, and exam cut score meetings) - Points vary depending upon length and responsibility of the SME group.

Participating in AAMS SMTA activities - Points vary depending upon length and responsibility of the activity.

**CATEGORY 5**

**Continuing Education Activities**

**Maximum Points Allowed Per Cycle: No Limit**

**DESCRIPTION**
It is recommended, but not required, that an accredited organizational body approve CE obtained through seminars and independent studies. CE certificates received from an accredited organizational body have all the essential information needed to ensure content validity.

Most safety-oriented conferences, seminars, and online programs are acceptable for recertification
points. Employer-sponsored conferences and in-service training qualify for recertification points if the material is focused on safety.

CONTINUING EDUCATION UNITS (CEUs)

Different terminology is used for continuing education credit. For traditional learning, 50 minutes of actual educational materials equals one contact hour. Microlearning is more than simply bite-sized training assets. Microlearning is focused learning and provides information necessary to help a learner achieve a specific, actionable objective. Microlearning counts toward recertification (podcasts, online programs less than 1 hour, and concentrated learning activities)

The following guidelines are useful in determining contact hours:

1 CEU equals one point.
1 contact hour equals 1 point

Delivering Presentations or Teaching Safety related topics: The documentation must include the course schedule outlining areas taught and how many hours presented. Documentation may be a brochure, screenshot of a webpage, or description on the organization’s letterhead

RECERTIFICATION POINTS EARNED
Repeating the SMTA program: 25 points
SMTA Graduate School: 15 points
Safety-Related Conference, lecture, course or seminar (Attending or Teaching) with CEU credit
1 POINT PER CEU when CEU credit is issued by a recognized body
Safety-Related Courses lecture, course or seminar (Attending or Teaching) without CEU credit
0.5 POINT PER HOUR when no CEU credit is issued

NOTE: Each lecture, course or seminar (Attending or Teaching) may be used only once during the Recertification period

SUPPORTING DOCUMENTATION
Attending Presentations: The documentation should indicate the name of the conference, sponsoring organization, dates of attendance, and proof of attendance (i.e. certificate of attendance)
CATEGORY 6
Academic Activities
Maximum Points Allowed Per Cycle: No Limit

DESCRIPTION
Recertification points may be earned by completing or instructing safety-related college or university courses. IBSC will accept courses from accredited colleges and universities. Distance learning courses receive the same credit as live courses. Credit is based on the semester or quarter hours awarded by the college or university as they appear on an official transcript.

The following guidelines are useful in determining contact hours:
- One contact hour equals 1 point
- One academic semester credit equals 15 contact hours
- One academic quarter credit equals 10 contact hours
- One academic trimester credit equals 12 contact hours

Holding advanced degree level education – 2 points for each masters or doctoral degree max 6 points per cycle. Additional industry/safety related certificates – 1 point per year max 4 points per cycle

Note: Credit is allowed only one time per cycle for attending or teaching the same course multiple times per cycle.

SUPPORTING DOCUMENTATION
Unofficial transcript with class name, final grade and dates of attendance.
APPENDIX A: RECERTIFICATION FORM

Use this form as a cover page and scan it along with copies of the required documentation in a PDF and email it to MTSPCRecert@ibsc.org

<table>
<thead>
<tr>
<th>CATEGORY 1 - Safety Position (full-time)</th>
<th>Yr1</th>
<th>Yr2</th>
<th>Yr3</th>
<th>Yr4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Points Allowed Per Cycle: 4 points per cycle. Currently working in a full-time professional safety position earns 1 point per year of cycle.</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>SUPPORTING DOCUMENTATION: A copy of your business card with safety title or copy of job description.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| CATEGORY 2 - Memberships in Safety Organizations | | | | |
| Maximum Points Allowed Per Cycle: 4 points per cycle. Professional memberships in industry/safety related organizations earns 1 point per membership for a maximum of 4 points. SUPPORTING DOCUMENTATION: A copy of your membership certificate(s) or card(s) indicating dates of membership. |       |     |     |     |

| CATEGORY 3 - Publications, Conferences and Presentations | | | |
| Maximum Points Allowed Per Cycle: No Limit. Points will be awarded in the following amounts: | | | |
| Publications | | | |
| Journal publications: | | | |
| • Published, safety-related paper or article of at least 1,500 words in a recognized journal. Single author - 3 POINTS; Multiple authors - 1 POINT | Section total |     | |
| Book publication: | | | |
| • Safety-related book, sole author: - 10 POINTS | Section total |     | |
| • Safety-related book, multiple author or editor - 5 POINT | Section total |     | |
| • Author of a chapter, sole author - 4 POINTS | Section total |     | |
| • Author of a chapter, multiple authors - 3 POINTS PER YEAR | Section total |     | |
| Conferences | | | |
| • Presentation at a professional, safety-related conference - 3 POINTS | Section total |     | |
| • Speaker on a panel discussion or round table on a safety related topic – 1 POINT | Section total |     | |
| • Poster Presentation on a safety related topic - 1 POINT | Section total |     | |

SUPPORTING DOCUMENTATION

Article/Paper
• A copy of the first page indicating the title, journal name, date of publication, your name as author, and other authors (if applicable).

Book
• A copy of the title page indicating the title, publisher, date of publication, your name as author, and other authors (if applicable).

Conference
• A copy of the course description in a conference brochure; a screenshot of description from the conference website; a 8x10 copy of any poster presentation that indicates your participation.
### CATEGORY 4 - Volunteer services to IBSC / AAMS for safety related activities

Maximum Points Allowed Per Cycle: 10 per cycle

<table>
<thead>
<tr>
<th>Item Writing - Each item submitted will be considered 0.5 of a point.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Participation in an IBSC SME group (e.g. job task analysis, planning committees, and exam cut score meetings) - Points vary depending upon length and responsibility of the SME group.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Participating in AAMS SMTA activities - Points vary depending upon length and responsibility of the activity.</th>
</tr>
</thead>
</table>

### CATEGORY 5 - Continuing Education Activities

Maximum Points Allowed Per Cycle: No Limit

<table>
<thead>
<tr>
<th>1 CEU equals one point. 1 contact hour equals 1 point</th>
</tr>
</thead>
</table>

**SUPPORTING DOCUMENTATION**
The documentation should indicate the name of the conference, sponsoring organization, dates of attendance, and proof of attendance (i.e. certificate of attendance), etc.

### CATEGORY 6 - Academic Activities

Maximum Points Allowed Per Cycle: No Limit

<table>
<thead>
<tr>
<th>The following guidelines are useful in determining contact hours:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>One contact hour equals 1 point</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>One academic semester credit equals 15 contact hours</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>One academic quarter credit equals 10 contact hours</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>One academic trimester credit equals 12 contact hours</th>
</tr>
</thead>
</table>

Holding advanced degree level education – 2 points for each masters or doctoral degree max 6 points per cycle. Additional industry/safety related certificates – 1 point per year max 4 points per cycle. Note: Credit is allowed only one time per cycle for attending or teaching the same course multiple times per cycle.

**SUPPORTING DOCUMENTATION**
Unofficial transcript with class name, final grade and dates of attendance.

---

**Recertification Totals:**

<table>
<thead>
<tr>
<th>CATEGORY 1 - Safety Position (full-time)</th>
<th>CATEGORY 2 - Memberships in Safety Organizations</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CATEGORY 3 - Publications, Conferences and Presentations</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CATEGORY 4 - Volunteer services to IBSC / AAMS for safety related activities.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CATEGORY 5 - Continuing Education Activities</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CATEGORY 6 - Academic Activities</th>
</tr>
</thead>
</table>

**TOTAL – Recertification Points (25 points required over 4-year cycle)**