

Policy / Version number	COP – 039 – 001	Approved by Board on	10/31/25
Responsible person	Bylaws and Documentation Chair	Scheduled review date	2026-2027

Purpose:

The purpose of this policy is to establish the requirements and procedures for using Continuing Education Units (CEUs) to renew the CNBT Registered Certification Professional for Sterile Compounding Facilities (RCP-SCF) accreditation. This policy ensures that accreditation holders maintain professional competence, remain current with industry standards, and demonstrate continued commitment to ethical and technical excellence in sterile compounding facility testing.

Scope:

This policy applies to all individuals who hold an active CNBT accreditation and choose to renew their credential using Continuing Education Units (CEUs). It defines the types of acceptable CEU activities, the minimum CEU requirements, documentation and submission procedures, and the timeframe for completing CEUs to qualify for CEU-based renewal. This policy applies regardless of employment status, employer affiliation, or geographic location and ensures consistent and equitable administration of CEU-based renewal requirements for all CNBT accreditation holders.

Definitions:

Accreditation: A professional credential issued by CNBT that validates an individual's knowledge, skills, and competence in sterile compounding facility certification.

RCP-SCF Accreditation Holder: An individual who has earned and maintains an active CNBT Registered Certification Professional for Sterile Compounding Facilities (RCP-SCF).

Continuing Education Unit (CEU): A measurable unit of participation in an approved educational activity that supports the ongoing professional development and competence of CNBT accreditation holders.

Approved CEU Activity: Any educational program, course, seminar, workshop, or training approved by the CNBT Committee as contributing to the knowledge and skills required for accreditation renewal. Accreditation holders are encouraged to seek pre-approval before participating.

Pre-Approved CEU: A CEU that has been reviewed and formally approved by the CNBT Committee prior to participation to ensure it meets CNBT standards. A current list of pre-approved CEU activities is available on the CNBT website.

CEU-Based Renewal: Accreditation holders who complete the required CEUs during the five-year accreditation period are eligible to renew their CNBT RCP-SCF accreditation by taking only the multiple-choice exam. Accreditation holders who fail to complete the required CEUs must complete both the multiple-choice exam and the written practical exam to renew their accreditation.

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CEU Documentation: Official records, certificates, or transcripts that verify completion of approved CEU activities, including the number of CEUs earned and the date of completion.

Renewal Period: The five-year period during which accreditation holders must complete and submit CEUs to remain eligible for renewal under this policy.

Responsibilities:

Accredited CNBT RCP-SCF Individual

Any CETA member in good standing who holds the CNBT RCP-SCF accreditation and chooses to renew using the CEU option is solely responsible for managing their continuing education. Specific responsibilities include:

1. **Completion of CEUs**
Accreditation holders are responsible for completing the minimum number of CEUs required within the specified renewal period to qualify for CEU-based renewal eligibility.
2. **Participation in Approved Activities**
CEUs must be earned through CNBT-approved educational activities that enhance knowledge and skills relevant to sterile compounding facility testing and certification.
3. **Documentation and Recordkeeping**
Accreditation holders must maintain accurate records of completed CEUs, including certificates, transcripts, or other official documentation, and submit them to CNBT in accordance with established procedures.
4. **Timely Submission**
All CEU documentation must be submitted within the accreditation period to be considered for renewal.
5. **Compliance with Policy**
Accreditation holders must comply with all requirements outlined in this policy. Failure to meet CEU requirements or provide sufficient documentation may result in denial of the CEU-based renewal application.

CNBT Committee Responsibilities

The CNBT Committee is responsible for overseeing and administering the CEU renewal process in accordance with established CETA policies and procedures. Specific responsibilities include:

1. **Approval of CEU Activities**
Review and approve CEU activities to ensure they meet CNBT's educational standards and contribute

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to the professional development of accreditation holders. Maintain and publish a current list of pre-approved CEU activities on the CNBT website.

2. **Evaluation of Submitted CEUs**

Review and verify CEU documentation submitted by accreditation holders to confirm compliance with renewal requirements and policy standards.

3. **Record Maintenance**

Maintain accurate records of CEU submissions, approvals, and renewal decisions in accordance with CETA record retention policies.

4. **Communication and Notification**

Provide timely communication to accreditation holders regarding CEU policy updates, submission deadlines, renewal requirements, and the status of their renewal applications.

5. **Policy Review and Updates**

Regularly review and update CEU policies, criteria, and procedures to ensure alignment with current industry standards, educational practices, and CETA objectives.

CEU Requirements and Criteria

CNBT credential holders shall:

1. **Minimum CEU Requirement**

To be eligible for CEU-based renewal of CNBT accreditation, accreditation holders must complete a minimum of 32 Continuing Education units (CEUs) within each five-year renewal cycle.

- CEUs are tracked on a rolling five-year basis.
- No CEUs may be carried over into the next recertification cycle.

2. **Recertification Pathways**

Accreditation holders have two options for renewal at the end of each five-year cycle:

- **Option 1 – CEU-Based Renewal:**
If the CEU requirement of 32 is met, the individual must complete only the multiple-choice exam to renew their CNBT accreditation.
- **Option 2 – Exam-Based Renewal:**
If the CEU requirement of 32 is not met, the individual must complete both the multiple-choice exam and the written practical exam to renew their accreditation.

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3. CETA-Sanctioned CEU Opportunities

CNBT accreditation holders are strongly encouraged to prioritize participation in CETA-sponsored educational activities, which are pre-approved for CEU credit.

- **CETA Annual Conference**
 - Full attendance (General Session + CETA Series): **8 CEUs**
 - Partial attendance: **2 CEUs** per full day attended
- **CETA Live Webinars**
 - **0.5 CEU** per Live Webinar attendance. (Requires completion of post-webinar questionnaires, feedback forms, or equivalent verification)
- **CETA Committee Member:**
 - **4 CEUs** per year of active service, prorated as necessary.
- **CAG Committee Member:**
 - **1 CEU** per active month (creation or revision), (max 8 CEUs annually)
- **CETA Performance Review Article (Published):**
 - **2 CEUs** per article, (max 4 CEUs annually)
- **CETA Annual Conference Presenter (CETA Series or General Session):**
 - **0.5 CEU** per instructional/presentation hour.
- **CETA Board of Director Member:**
 - **6.0 CEUs** per year.

4. Independent Professional Development

Accreditation holders may earn CEUs through approved independent professional development activities related to controlled environment testing and certification.

- **Public or Vendor Courses: 1 CEU per day**, (max 4 CEUs annually)
 - Courses require approval by the CNBT Committee unless listed on the official CNBT or CETA-approved CEU list.
 - Accreditation holders should request advance approval for unlisted courses to ensure credit eligibility.

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5. Verification and Documentation

Accreditation holders are responsible for maintaining accurate CEU records and submitting documentation as required by CNBT. Acceptable proof of participation includes:

- Certificates of completion or attendance.
- Official sign-in rosters.
- Committee service logs or meeting minutes.
- Copies or references of published works.
- QR code scans or digital attendance verification for CETA Annual Meetings or CETA Series sessions.

6. Record Retention

Accreditation holders must retain all CEU documentation for at least **three (3) years** following the most recent renewal and must provide documentation upon CNBT request for verification or audit.

Examples of CEU Accumulation Pathways

The following examples illustrate possible combinations of activities that meet or exceed the 32 CEU requirement within a five-year renewal cycle.

- **Example 1:**
 - Attend four (4) CETA Annual Conferences (*32 CEUs*)
- **Example 2:**
 - Attend three (3) CETA Annual Conferences (*24 CEUs*)
 - Participate in two (2) webinars per year for five years ($0.5 \text{ CEU} \times 10 = 5 \text{ CEUs}$)
 - Publish two (2) CETA Performance Review articles (*4 CEUs*)
 - $24 + 5 + 4 = 33 \text{ CEUs total}$
- **Example 3:**
 - Attend two (2) CETA Annual Conferences (*16 CEUs*)
 - Participate in two (2) webinars per year for five years ($0.5 \text{ CEU} \times 10 = 5 \text{ CEUs}$)
 - Publish two (2) CETA Performance Review articles ($2 \text{ CEU} \times 2 = 4 \text{ CEUs}$)
 - Complete one (1) year of active CAG Committee service (*8 CEUs*)
 - $16 + 5 + 4 + 8 = 33 \text{ CEUs total}$

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References:

N/A

Revision History:

Version	Date	Description of Change	Author	Approved By
001	03NOV25	Initial release	Bylaws and Documentation Chair	Board of Directors