

## CONTINUING EDUCATION

Continuing Education (CE) encompasses defined activities that serve to maintain current knowledge of the field of toxicology, but more importantly, is also aimed at expanding and advancing the Diplomate's knowledge base and skill set. The documentation provided by the Diplomate should emphasize new knowledge. A successful program of CE may encompass a myriad of diverse activities. The study of published texts, periodicals, or scientific journals germane to toxicology are means by which Diplomates routinely maintain or expand their knowledge of toxicology. Other evidence of a commitment to CE is attendance at specific programs, courses or scientific conferences where toxicology themes are presented in a comprehensive or in-depth manner.

Many toxicology positions require the toxicologist to carry out comprehensive literature reviews to aid in activities such as interpretation of toxicity testing data, risk assessment and litigation support. As these activities are often considered a part of normal job duties, they generally will not be considered to be CE activities. If these activities are tendered to represent CE activities, the Diplomate may expect to provide additional documentation that these activities do not fall within the realm of their job duties.

**Please note that CE that is part of one's job duties is not considered CE, but active practice.**

### Credit System and Documentation

The ABT has established an objective, credit-based system for evaluation of CE activities for the Diplomate recertification process. The goal of this system is for the Diplomate to attain an average of 20 credits per year for CE activities during the applicant's recertification cycle. The intention of this goal is to substantiate and demonstrate continuing professional development and learning as well as maintenance of competence in toxicology. Because of the diverse nature of the practice of toxicology, acceptable CE activities may be derived from a number of related scientific disciplines (*e.g.*, toxicology, pharmacology, physiology, pathology, forensic medicine, regulatory science, etc.); however, activities such as business management or marketing would not be considered acceptable. Examples are outlined in more detail in the following sections.

The Diplomate is responsible for maintaining and keeping appropriate records for active practice and CE activities, including documentation of completion of CE courses, attendance at/participation in scientific programs and associated activities, webinars, etc. The ABT Recertification Committee may, in certain cases, ask for verification of the applicant's CE activities. The Diplomate is required to keep detailed documentation in their record on the ABT website, including but not limited to, full journal citations, type of activity (webinar, CE class, etc.), date, description, etc. Any supporting documentation such as certificates, receipts, etc., are **not** required to be up-loaded on the ABT website, unless requested.

### Continuing Education Areas and Credits

Each applicant for recertification is required to have:

- An average of 20 CE credits per year of their recertification cycle (for a total of 100 credits over the 5-year period).
- At a minimum, 10 CE credits must be earned for each year of the applicant's recertification cycle to demonstrate continuing, active engagement in toxicology.
- Credits must come from at least two of the three different areas listed below in each year.

The ABT has categorized CE activities into three different areas (see 1 – 3, below).

1. Continuing Education
2. Professional Meeting Attendance
3. Professional Development

The following Tables (Parts 1 – 3) are provided to Diplomates as a guidance of acceptable credits. While these Tables list many common CE activities, they do not provide an exhaustive or all-inclusive list of activities. Activities not specified herein may be considered as acceptable if the recertifying Diplomate can justify that they have advanced and improved his/her scientific or professional skills as they relate to the active practice of toxicology. As a general rule, one credit will be awarded per hour spent performing the activity in question.

Please note the two columns for CE credits. Credits earned prior to January 1, 2017 should be assigned according to the left column; credits earned after January 1, 2017 should use the new values.

## 1. Continuing Education (CE) Credit Guidance

Credits through 12/31/2016	Credits beginning 1/1/2017	Activity
	5 per course	Completion of toxicology and/or toxicology-related coursework as part of fulfilling requirements for a Master's or Doctorate-level degree from an accredited college or university.
1 per hour	1 per hour	Attendance at: 1) Formal toxicology and toxicology-related CE courses; 2) Formal toxicology and toxicology-related online CE courses; and 3) Webinars offered on toxicology and toxicology-related topics by academic institutions, professional organizations, trade-associations, regulatory agencies, the applicant's company, CROs, etc.  <i>Note: Attending scientific sessions in meetings/conferences can NOT be applied to CE credits (see Part 2 for scientific meetings/conferences).</i>
2 per hour	3 per presentation hour	Presentation of toxicology or toxicologically-related lectures at an accredited college or university, as well as civic organizations, high schools, etc.
2 per hour	3 per presentation hour	Presentation of toxicology and/or toxicologically-related topics at scientific meetings (also includes presentations as part of CE courses, symposia, workshop, platform session, etc.).
1 per hour up to 5 per year	1 per hour up to 3 per year	Private study with the goal of expanding and advancing the applicant's knowledge base and skill set in toxicology or a toxicology-related area (for example, toxicologic pathology, BMD modelling, etc.). Private study credits will not be awarded for efforts to support presentations or publications, whether related to job duties or not.

## 2. Professional Meeting/Conference Attendance Credit Guidance

Credits through 12/31/2016	Credits beginning 1/1/2017	Activity
1 per hour of meeting  <b>MAXIMUM:</b> No more than 15 per year may be claimed	2 points per one-half meeting day (4 points total per day)  <b>MAXIMUM:</b> No more than 10 per year may be claimed	Attendance at toxicology and toxicology-related professional society meetings (e.g. ACT, ISSX, SOT, SRA, SETAC, ACVP, STP, AACT, ICT, EuroTox, AsiaTox, ICT, Country-specific toxicology organizations, etc.), workshops and conferences whether local, state, regional, national or international in nature.  <i>Note: Credit for attending continuing education (CE) courses given at professional meetings/workshops/conferences is captured in the CE guidance (see Table 1, above). When captured as CE Course credit, time spent in CE courses does not count toward attendance time at professional scientific meeting/conference/workshop.</i>

### 3. Professional Development Credit Guidance

Credits through 12/31/2016	Credits beginning 1/1/2017	Activity
1	2 per journal article	Invited peer-review of a submitted journal article
1	2 per proposal/report	Invited review of grant proposal or report
4	4	First or sole authorship of a publication of original research in a peer-reviewed journal.
2	2	Contributing (other than first) authorship of a publication of original research in a peer-reviewed journal.
10 for sole;5 for lead	4	First or sole author of a review article or book chapter published in a peer-reviewed journal or book
2	2	Contributing author of a review article or book chapter published in a peer-reviewed journal or book
10 per year	10 per year	Serving as an Editor-in-Chief, Editor or Associate Editor of a peer-reviewed journal or a book/textbook (If serving in these capacities, no credits may be claimed from review/referee of articles for the journal or book/textbook)
5 per year	3 per year	Serving on peer-reviewed journal Editorial Boards or as an Editorial Advisor
3	3	First or sole author for a poster presentation at a national, international, regional or local toxicology or toxicology-related professional meeting
1	1	Contributing author for a poster presentation at a national, international or local meeting
	5 per year	Service, during the period of recertification, in an elected position ( <i>e.g.</i> President, President-Elect, Vice-President, Secretary, Treasurer, Board Member, Councilor, etc.) of a recognized National or International Toxicology Society/Organization such as SOT, ACT, Eurotox, Asiatox, ICT, ABT, etc.
	3 per year	Service, during the period of recertification, in an elected position ( <i>e.g.</i> President, President-Elect, Vice-President, Secretary, Treasurer, Councilor, etc.) of a Regional or Local Toxicology Society/Organization such as Regional Chapters of SOT
	3 per year	Service, during the period of recertification, in an elected position ( <i>e.g.</i> President, President-Elect, Vice-President, Secretary, Treasurer, etc.) of a Specialty Section of a toxicology-related organization
	2 per year	Service, during the period of recertification, as an appointed member of a committee(s) for a professional organization such as SOT, ACT, Eurotox, Asiatox, ICT, BTS, etc.
	3 per year	Service on national or international toxicology or toxicologically-related committees/workgroups/taskforces including, but not limited to, those sponsored by government agencies, non-profit organizations, professional societies, etc.
1 per year per professional society	1 per year per professional society	Full or Associate Membership in professional scientific societies at the National level. Diplomates should document membership in scientific societies. Student memberships will not be counted for quantitative value; only memberships held during the period of recertification will be counted.
	1 per hour up to 5 per year	Participate/volunteer to educate toxicology-related topics ( <i>e.g.</i> , K-12 programs, non-toxicology-related organizations, disseminating toxicology information to public or media)
<b>Note:</b> For any of the Services to toxicology-related organizations, Diplomates can claim only one of those listed above each year.		

The ABT recognizes that the active practice of toxicology criteria also includes items identified in the professional development component within CE. Many professional development activities enhance the applicant's knowledge and experience relating to their job function. The ABT Board recognized there are instances where applicants are not readily able to attend scientific meetings or continuing education courses. Therefore, the Board is providing an option to recertifying Diplomates to apply professional development CE activities as part of either the active practice of toxicology or CE credits.